

## Department of Recreational Sports New Media Photo/Video Specialist (Advancement & Assessment)

The Department of Recreational Sports at Oregon State University is committed to achieving excellence through cultural diversity and actively encourages applications from women, persons of color, and individuals from other underrepresented groups. Interview questions will be developed based on the information in this job description. This position is available to individuals that demonstrate exceptional leadership skills, understanding of risk management and have maintained clean and positive employee files.

### Department of Recreational Sports Mission Statement:

We strengthen the University by providing quality recreational and educational opportunities that foster healthy living.

### Definition and Purpose:

The Advancement Team at Recreational Sports generally works to encourage well-being and healthy behaviors in the OSU community. Through visual displays, social media forums, and personal interaction, the team invites/welcomes all students, connects them with others who share an interest, and engages them in recreational activity.

The New Media Photo/Video Specialist is the 'visual voice' for all activities Recreational Sports. This student builds our community by using photos and video to capture the diverse programming and participation in Recreational Sports, as directed by the established promotion plan.

### Department of Recreational Sports Employee Expectations:

- Model, promote and consistently enforce policies for the Department of Recreational Sports.
- Effective and respectful communication with colleagues and supervisor, including timely email response and identification of barriers to success
- Maintain required certifications.
- Attend all orientation sessions, staff meetings, and in-service trainings.
- Maintain and promote a safe and fun environment for all participants and staff.
- Provide quality customer service to all patrons.
- Follow-through on all commitments and assigned tasks.

### Position Duties and Responsibilities:

- Video projects, as assigned
  - Film a variety of department events to ensure a comprehensive video library of activity
  - Create promotional videos for events, programs and weekly campaigns.
  - Schedule multiple photo/video projects in advance to ensure timely delivery for the established promotion plan
- Photo projects, as assigned
  - Schedule and take photos of featured members/employees for articles
  - Take and post photos to ensure a dynamic and engaging instagram site that aligns with the department brand
- Brainstorm messaging strategies to engage the OSU community in RecSports' activities and wellness practices
- Solicit input and feedback to ensure clear, concise, and accurate messaging that engages the audience and enhances the brand.
- Represent the department at special campus events and information fairs
- Other duties, as assigned

### Preferred Work and Extracurricular Experience:

- Proficiency with the following software/interface: MS Office Suite (Word, Excel, etc.); Adobe Premiere Pro; New Media (primarily Facebook).
- Demonstrated ability to organize and complete tasks.
- Demonstrated ability to work independently and as a team.
- Demonstrate proficiency at engaging others in conversation.
- Excellent oral and written communication skills.
- Awareness and appreciation of individual uniqueness and diversity.

### Education:

Must be a currently-enrolled system/non-system student

### Certifications:

First Aid, CPR/AED for the Healthcare Provider and DRS Bloodborne Pathogens certifications will be required before employment begins.

Period of Employment:

One academic year (contingent employment is dependent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by immediate supervisor). 8-15 hours per week. Early morning, late night, and weekend hours may be required. Summer employment is negotiable.

Compensation:

Student employees are paid an hourly wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay ranges based upon job duties, level of responsibility and complexity of the work to be performed.