UNDERGRADUATE VIDEO ASSISTANT
JOB OPENING ID 332013

JOB DESCRIPTION
The Institute for Social Research and Data Innovation (ISRDI, www.pop.umn.edu) seeks an undergraduate video assistant to work with its Admin Core. We are looking for an individual to be responsible for recording, editing, and posting 2-3 seminars per week. This is a pilot job position and as such it is only for Fall 2019.

RESPONSIBILITIES
In this role, you will work with administrative and communications staff to record and distribute ISRDI’s weekly seminars to the web. Your duties will include the following: equipment setup and take down, recording and taking notes during presentations, and editing the final product in a timely manner. Work will include 4-6 hours per week to record the seminars, plus 6-8 hours for editing and posting the files. Other duties may include assisting with event setup and clean up as needed.

Starting rate: $11.17/hour.

QUALIFICATIONS
Required: Restricted to undergraduate students admitted to a degree program and currently enrolled as a student at the University of Minnesota, taking at least 6 credits. Must be available to work 11:40-1:40 on Mondays, Wednesdays, and Fridays during Fall Semester. Demonstrated excellent verbal and written communications skills. Demonstrated strong organizational skills. Demonstrated ability to work independently and with attention to detail. Ability to work effectively as a member of a diverse team. Preferred: Experience working with video recording and/or video editing software, i.e. iMovie. Experience with events planning or coordination.

APPLICATION PROCEDURE
Apply using the University of Minnesota's online employment system via MyU. Search job number 332013. Attach a resume, cover letter, and your Fall 2019 availability to your application. In order to be considered, you must provide us with both of those documents. Your current (Fall 2019) availability may be included as part of your cover letter or attached as a separate document. We will begin reviewing applications immediately.