Job Title: Video Production Specialist
Employer: L&S Office of Undergraduate Advising
Rate: $22/hour
Hours per week: 10-15
Start/End Dates: August 15 – December 14, 2018. Position may continue through May 17, 2019. (Students eligible for work-study in academic year 2017-2018 - in addition to 2018-2019 - may be able to start on July 1.)

Description: The L&S Office of Undergraduate Advising is looking for a driven Video Production Specialist to collaborate and interact with virtual student communities. The position supports the marketing and promotion of L&S Office of Undergraduate Advising’s services, programs, and strategic communications through video and social media platforms. The goal is to gradually achieve superior student engagement with L&S undergraduate students.

Duties include:
- Under supervision of media coordinator, plan video shoots (scout, select and reserve shoot locations, script, storyboard)
- Ability to attend bi-monthly office meetings with the L&S OUA Media Team. Ability to attend other office meetings (flexible dates) for project check-ins.
- Create and develop educational and marketing multimedia (audio/video) content.
- Proactively work with L&S OUA Media Team to help develop new opportunities for enhancing overall social media presence online and engagement with consumers.
- Proactively work with L&S OUA Media Team to strategically promote L&S OUA services, programs, and communicate deadlines and policy changes to the undergraduate student population.
- Escalate incidents and/or emerging crises to media team lead.

Qualifications:
- Minimum GPA of 2.8. Excellent organizational skills, responsible, detail-oriented, self-motivated, independent, and a quick learner. Experience in video production and social media or related field.
- Previous experience filming and editing short-form videos
- Strong time management skills
- Have experience working with Adobe Suite (Knowledge and experience in Final Cut Pro X and Adobe Creative Suite is preferred).
- Strong verbal and written communication skills. Experience in an office environment is a plus.
- The ideal candidate will also be flexible, able to work with minimal supervision, and have good interpersonal skills and good judgment.
- Applicants must receive financial aid from Berkeley and have work-study as part of their financial aid package.

Submitting Application: (1) Please prepare a resume, preferably including a portfolio with 2-3 samples of past projects in video production or related field. (2) In your resume, please include 2-3 (non-student) work references, which include your past job title(s) and your supervisor(s)’s name and contact information. (3) Include a brief letter indicating why you are interested in and
qualified for this position. Please send packet to Maire Lanigan, lanigan@berkeley.edu. 

*Background check required.*