Illinois Abroad and Global Exchange Program Assistant for Media Position

JOB DESCRIPTION

Objective:
- Support Illinois Abroad and Global Exchange’s (IAGE) mission of offering students quality programs and comprehensive support throughout the education abroad experience.

Requirements:
- Registered student at the University of Illinois and in good academic standing.
- Completion of an Illinois-sponsored study abroad program for credit.
- Strong communication, writing, and public speaking skills.
- Experience shooting and editing professional quality videos
- Proficiency of video software (Adobe Premiere Pro and Adobe After Effects)
- Advanced knowledge of the Adobe Creative Suite (specifically InDesign, Photoshop, and Illustrator).
- Time management skills: ability to multitask, stay organized, and take initiative.

Responsibilities:
- Shoot and edit study abroad videos including informational videos, video interviews, capturing events, etc.
- Create graphics for print and electronic media
- Work with the Program Assistant for Advertising to develop multi-media content for the website, social media, blog, etc.
- With direction from the Coordinator for Media & Marketing, lead initiatives and conduct activities related to outreach (this may include First Steps Workshops, classroom/club/RSO presentations, tabling events, etc.)
- Provide direct administrative support to Coordinator for Media and Marketing in IAGE.
- Assist the Coordinator for Media and Marketing in maintaining an internal office outreach calendar.
- Work with the IAGE Global Engagement team on student initiatives targeted to underrepresented populations and returnee students
- Adhere to University branding and style guides when creating marketing materials
- Participate in Program Assistant meetings and other staff meetings

MANDATORY Time Requirements:
- Availability over the summer to interview for the position. An in-person interview is preferred, but Skype can be arranged if necessary.
- Availability to work 10-15 hours per week in the IAGE office as well as additional hours to work events outside of regular office hours.
- Attendance at all-day Program Assistant training on Wednesday, August 22, Thursday, August 23, and Friday, August 24 and Quad Day on Sunday, August 26 and/or Illinois Abroad Day on Wednesday, September 5.

Additional Information:
- Starting salary for this position is $9.50 per hour; preference may be given to students who are eligible to receive federal work-study.