Student Assistant

The student assistant works in the office of Athletic Communications. Duties include, but are not limited to assisting with social media efforts, creating graphics using Photoshop, writing releases and feature stories and coverage of home athletic events. There will also be opportunities for photography, editing photography, and creating photo galleries. The assistant may also assist with video efforts, shooting and editing videos for social media and producing in-game highlight packages. Student should be well versed and interested in sports. The student should be willing to write and have knowledge of social media, programs such as Word, InDesign, Photoshop and Adobe Premiere.

Reports to: Director of Athletic Communications

Responsibilities

- Serve in a variety of roles in for game day management staff
- Create graphics using Photoshop and software program “Scoreshots” to promote Millersville Athletics.
- Produce videos for news and editorial needs to increase visibility and engagement of various audiences.
- Assist Director of Athletic Communications in creation of video streaming for the athletics website.
- Record video footage of athletic events and create video highlights for placement on social media and for use on millersvilleathletics.com.
- Taking photos of sporting events and creating photo galleries on millersvilleathletics.com.
- Utilize social media to promote Millersville Athletics.

Skills Needed

- Experience in videography and video production.
- Experience in graphic design
- Must have excellent English and journalism skills including writing and interviewing.
- Must be able to work evenings and weekends.
- Must be flexible in producing content on tight deadlines.
- Must have an approachable nature that leads to positive interactions with staff and athletes.

Hours

- Position is for the entire 2019-20 academic year (September-May).
- Paid position ($7.25 per hour) for up to 20 hours per week.