

# **University of South Alabama, Office of New Student Recruitment Media Intern**

## **Description/Requirements:**

Candidates must have the following skillset.

- Familiarity with a Mac and programs like Photoshop, Premiere Movie Elements, Microsoft Powerpoint 2007 or 2010, and 3D Vista.
- Creative with concept design
- Ability to manage time since we have multiple projects in the works at the same time on many occasions
- English 101 and 102

Number of Hours Required Weekly: 20

Compensation: \$9.00 per hour with the opportunity to earn increased hourly wage

## **Responsibilities:**

The media student(s) is responsible for creating concepts and producing designs for the Office of New Student Recruitment's publication and promotion pieces to include our virtual tour of campus, campus promotional videos, videos related to special events, Powerpoint presentations for special events and campus tours, print pieces for flyers, posters, and mailing cards to be sent to prospective students. The student is also expected to keep media updated with the most current information, meaning that many pieces may need to be reviewed and edited each semester. The student should have a grasp on how to appropriately use grammar.

There may be specific events where the presence of the media intern is requested in order to quickly fix or supplement any unforeseen issues. i.e. USA Day. If the media intern is expected to attend an event, we will be flexible with the hours that week in order to compensate for the time spent at the event.