

**Title: Multimedia Journalist**  
**Agency:** Center for Multicultural Advancement and Student Success  
**Supervisor:** Chona Lauyan, Assistant Director for CMASS

The Multimedia Journalist works under the supervision of the Assistant Director for Administration, Publicity and Marketing to present our dynamic and engaging programs, services and community to a culturally diverse audience. This position offers the opportunity to apply academic knowledge/theory of communication, journalism and/or marketing. Reappointment is dependent on department need, satisfactory performance evaluation, academic standing and funding availability. 10 hrs/weekly.

**Job Requirements:**

1. Must, and remain a full-time, registered UMASS Amherst undergraduate student in good standing enrolled in a degree program. Minimum GPA of overall and semester of a 2.0.
2. Attend required Fall and Spring staff trainings. Training dates to be determined.
3. Extracurricular activities on campus and other employment or office positions may not exceed 10hrs/week and must not interfere with job responsibilities.
4. Excellent oral and written communication skills.
5. Competence with Microsoft Office 365 specifically Outlook, Powerpoint and Excel.
6. Knowledge and experience with Adobe Premiere, Photoshop and videography.

**Required Duties:**

1. Script, shoot and edit one video interview per semester of students, staff or faculty.
2. Assist in creating videos for CMASS as needed.
3. Write introductory editorial for the weekly bulletin.
4. Document and cover one program per week for web and other media platforms. Flexible schedule to document events.
5. Cover events hosted by CMASS and the cultural centers dependent on availability.
6. Submit photos taken already resized and ready for uploading to the CMASS webpage.
7. Assist in publication initiatives, i.e., social media vehicles.
8. Proficient with Adobe Premier, Photoshop, and videography.
9. Assist in other areas of CMASS as needed.
10. Special assigned tasks might take place on some nights and weekends.
11. Engage in positive, collaborative and solution-oriented approach.

**Application materials for submission:**

Resume, cover letter, contact information for references.

Please enter in subject line the name of the position you are applying for.

Email application materials to [chonal@umass.edu](mailto:chonal@umass.edu).

Deadline: July 14, 2023