

Title: Multimedia Journalist

Agency: Center for Multicultural Advancement and Student Success

Supervisor: Chona Lauyan, Assistant Director for Marketing and Publicity

The Multimedia Journalist works under the supervision of the Assistant Director for Administration, Publicity and Marketing, with dotted lines to the Director and Associate Director for Student Development to present our dynamic and engaging programs, services and community to a culturally diverse audience. This position offers the opportunity to apply academic knowledge of communication, journalism and/or marketing.

This position will be eligible for intent to return each semester upon review of academic standing, professional performance evaluation, and funding availability. Work-study is preferred but not needed to apply. Hours range from 8-10 hrs/weekly.

Job Requirements

1. Must be, 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 a week and must not interfere with job responsibilities.
4. Excellent oral and written communication skills.
5. Competence with Microsoft Office 365 (Outlook), i.e. Power point, and Excel.
6. Knowledge and experience with Adobe Premier, Photoshop and videography.

Required Duties:

1. Create/edit one video interview per semester of students, staff or faculty ensuring to collect, verify and analyze findings into a stable story.
2. Write introductory editorial for the weekly bulletin.
3. Cover one program per week for web and other media platforms. Flexible schedule to document events.
4. Abide by [journalist code of ethics](#).
5. Engage in positive, collaborative and solution oriented approach.
6. Assist in other areas as needed.

Application materials for submission:

1. Resume
2. Cover Letter
3. Contact information for 2 references

Email application materials to CMASS@UMASS.EDU. Please enter in subject line the name of the position you are applying for.

DEADLINE: June 30th, 2021