

Tags: Videography, Job Description, CSU Online

# ASCSU Job Description

*Associated Students of Colorado State University*

## Videography Specialist

Shall receive compensation of \$4500 for the fall/spring semesters

### General Eligibility:

All applicants for the Videography Specialist shall be students enrolled in at least one (1) on-campus or CSU Online credit at Colorado State University and be in good standing with ASCSU and CSU at the time of their appointment and during the duration of their tenure.

### General Responsibilities:

The Videography Specialist shall utilize audio/visual media techniques to present the business and objectives of ASCSU. They shall also maintain and execute a budget to cover videography equipment and production costs accountable to the students of CSU.

### Supervision:

The Videography Specialist is directly accountable to the Students of Colorado State University via the Speaker pro Tempore of the Senate.

### Job Specific Tasks and Responsibilities:

- Contribute a minimum of 15 hours throughout the workweek, **2 hours of which are required inside the ASCSU Office Complex.**
- Produce the Senate Videography Budget for the fiscal year in a manner accountable to the standards of student fees
- Work with the Speaker Pro Tempore of the Senate to produce fiscal legislation allocating more or less money to the Senate Videography Budget where applicable
- Develop an in-house audiovisual capability to represent the mission and business of the Associated Students of Colorado State University at the direction of the Speaker Pro Tempore of the Senate
- Explore audiovisual methods of increasing ASCSU accessibility to CSU Online students to include but not limited to live-streaming capabilities and live-online input capabilities for public input
- Consider accessibility friendly modes of media communication

- Direct the purchase by the Speaker Pro Tempore of audiovisual equipment
- Maintain, secure and assess the utilization of ASCSU audiovisual resources
- Attend Senate Sessions Wednesdays at 6:30 P.M. in the LSC Senate Chambers

### **General Tasks and Responsibilities:**

- Attend the **mandatory** ASCSU Fall Retreat if applicable as well as the **mandatory** ASCSU Spring Retreat on **January 21st**
- Work to promote the mission of ASCSU
- Maintain a work area that is conducive to a pleasing work environment
- Present a professional image of ASCSU
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws
- Follow all Colorado State University policies, including the Student Code of Conduct

### **Basic Qualifications:**

- Ability and interest to represent students of Colorado State University
- Experience with videography equipment and practices
- Experience with audiovisual editing and finishing software
- Basic knowledge of budget development and execution
- Strong teamwork and communication skills
- Conduct oneself in a professional manner
- Ability to work independently, identify resources, and make independent decisions

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check