**Graduate Assistant Posting Form\***

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| Department Name and Location | **% of Time** | **Job Description** | Qualifications | **Time Period of Position** | **How to Apply** | **Deadline to Apply** | **Number of Positions** |
| University  Communications and Marketing | 50% | This student will be responsible for filming with a DSLR at events, academic experiences, and video projects as assigned. They will capture candid and staged footage, manage media assets, be able to edit videos for marketing purposes from start to completion, and work closely with University Communications and Marketing staff. This position will work/film directly with administration, faculty, staff, students, and community members in a customer service capacity. | The student should have proven experience in videography, the Adobe Premiere Pro editing suite, data asset management systems, studio & field interview setup, setting up and striking of gear, comfortable filming at large events, and the ability to easily converse with clients/students. The student is likely to be asked to occasionally operate a DSLR camera on a gimbal with a weight of 10 pounds for multiple hours. | Fall 2025 | Email: photo@siu.edu Only emailed applications with links to video samples will be considered. Multiple samples are welcomed. Please include what specific roles/tasks you completed in each sample submitted. Please NO phone calls or personal visits. | May 19, 2025 | 1 |

**\*For Administrative Positions Only.**

**\*Please keep “Job Description” and “Qualifications” to a minimum.**

**\*Please supply a specific “Deadline to Apply” date. Posting will be removed after this date.**

**\*Must post for a minimum of 14 days.**

**\*Please fill out this form and email it as an attachment to** [**gaoffice@siu.edu**](mailto:gaoffice@siu.edu)