General Information
New Student Programs, a unit within the division of Student Affairs, offers students, families, the campus, and community intentional opportunities to connect during the various transitions throughout the Saluki experience. By providing these connections, New Student Programs helps facilitate the integration of students and families into the intellectual, cultural, and social climate of Southern Illinois University and the greater community.

Position Description
New Student Programs will select dynamic and mature undergraduate students to serve on the NSP Media Team. Under the direction of the NSP Media Coordinator, the NSP Media Team will assist with media efforts for New Student Programs, including: filming/photographing NSP events, creating promotional and training videos, creating and distributing flyers and announcements, and posting from SIU social media accounts. Specific responsibilities of NSP Media Team include:

- Assist with filming of New Student Programs events throughout the year (New Student Orientation, Saluki Startup, Weeks of Welcome, Saluki Family Weekend, staff training, etc.)
- Assist NSP Media Coordinator with compiling and editing photos and footage for promotional videos, training, and educational modules
- Engage with followers on SIU social media accounts, in adherence with the NSP social media engagement plan and University Communications guidelines
- Promote New Student Programs events according to media promotions plan
- Assist with New Student Programs staff training as needed
- Attend Media Team meetings and trainings as needed
- Complete all required trainings to remain employed by New Student Programs
- Serve as a role model and professional representative of New Student Programs during all programs and events
- Attend scheduled individual and staff meetings
- Other duties as assigned

Qualifications
NSP Media Team members must meet the following qualifications unless otherwise approved

- Experience in one or more of the following areas: photography, videography, photo/video editing, social media, marketing, graphic design, website management
- Must be enrolled as a student at SIU Carbondale – 6 or more credit hours in the fall and spring semesters
- Must attend all New Student Programs events: New Student Orientation, Saluki Startup, Weeks of Welcome, Saluki Family Weekend, Saluki Sprint, etc.
- Must be available to work from January 2018 – December 2018 (including June, July, and August 2018)
- Hours may fluctuate based on needs of the department
- Preferred – Mass Communications and Media Arts student or related major
- Preferred – familiarity with and access to DSLR camera and/or GoPro

Remuneration

- Hourly rate based on Student Employment pay scale
- Some meals during New Student Programs’ initiatives and programs, training, and other work events
- NSP staff shirts/polo (to be worn with designated pants/shorts/skirt and shoes, not provided by NSP)