Cinema Studies Program

Social Media Student Assistant
Job Description

The Social Media Student Assistant is supervised by the Office Manager. During weekly meetings, event planning and upcoming duties are discussed to maintain deadlines and quality of work. This position also works with the Multimedia Specialist for technical support and the Academic Advisor/Internship Coordinator in coordinating job and internship opportunities.

Position Outline:
- 12-15 hours per week
- Enrolled full time (12 Credits) University of Oregon student
- Minimum GPA required: 2.75
- Preference will be given to juniors and seniors in the following majors:
  - Cinema Studies, Journalism, English, Allied Architecture and Arts

Responsibilities:
The purpose of this position has four primary areas of responsibilities:
1. Update the Cinema Studies website (cinema.uoregon.edu) and work with computer design faculty and staff in website troubleshooting and design; advertise upcoming events, screenings, student job opportunities on live social media sites (Twitter, Facebook, Tumblr).
2. Write movie reviews, analysis of new equipment and connect with current events in the industry locally, nationally and internationally.
3. Lead the Yearbook Team in creating the annual Cinema Studies Yearbook; interview and film faculty, staff, students, and events for the Yearbook.
4. Assist in promoting, coordinating and documenting Cinema Studies events.

Required Experience:
- Demonstrated experience working independently with minimal supervision and in leading a team.
- Excellent writing and editing skills.
- Experience in social networking sites, photography and video production.
- Higher education background in upper division production classes in composition, shooting and editing video.
- Knowledge of cinema and film news sites and in tune with pop culture.