

Application for Student Employee: Multimedia

Please check the ILC website for application deadlines, or contact leadership@illinois.edu. To submit your application, please email the **below application** and a **copy of your resume** to leadership@illinois.edu. Subject line: Multimedia student employee application.

Description of Student Employee: Multimedia

The Multimedia Student Employee serves as a member of the Illinois Leadership Center (ILC) team which includes professional staff, graduate assistants, Graf Interns, and other student employees. There are two positions for Multi

Position Description

This position will serve as a multimedia expert within the Leadership Center. As part of a new initiative, the Center has been increasing its photo and video resources for better education, marketing, and awareness building on campus and beyond. This position was created to help support this initiative by providing the following responsibilities:

- Photography ILC events such as i-programs and workshops to provide high-quality photos for website and publication purposes.
- Video interview current students, alumni, campus visitors, individual partners, etc, about their leadership experiences.
- Edit video footage into accessible format for placement on the Leadership Center website.
- Provide direction and input into multimedia resources the Center should use to raise awareness of its programs across campus
- Offer suggestions and improvements to the ILC website and social media sites

In addition, this position is considered a member of the ILC team, and therefore will be required to present at outreach events with other employees as needed. In addition, this position is expected to:

- Attend the mandatory two days of ILC Staff Development on Wednesday and Thursday, August 17-18, 2011, always held prior to the fall semester.
- Attend the weekly Student Worker meetings on Tuesdays from 4-5 pm through the academic year, as able.

Work Environment

The Illinois Leadership Center is a dynamic environment that engages faculty, staff and students from across campus as well as administrators and alumni. Students will be scheduled to work approximately 8-10 hours per week, based upon academic schedule and outside assignments. Students will be paid \$10.00 per hour. *This position will be provided with a computer and all equipment needed to fulfill the stated requirements.*

Position Requirements

To fulfill these expectations and job responsibilities, the following skills are required for all individuals interested in this position:

1. Photography experience in social settings.
2. Knowledge and experience of, but not limited to: audio/video editing software such as Final Cut, Quicktime; general Macintosh programs; multimedia sites and applications such as Facebook, Twitter, HootSuite, and blogs; graphic design software such as Adobe Photoshop, InDesign.
3. Interviewing experience
4. Excellent written and verbal communication skills
5. Professionalism to engage with various audiences while positively representing the Illinois Leadership Center
6. Self-motivated with a strong work ethic
7. Interest in marketing, publicity, journalism and/or advertising

Please complete and return to the Leadership Center at the above office or to leadership@illinois.edu, along with a copy of your current resume by the deadline. This application must be typed.

Application for Student Employee: Multimedia

Name: _____
Email: _____
Phone: _____
Home Address: _____
School Address: _____
College: _____
Major/Minor: _____
Expected Graduation: _____
Cumulative GPA: _____
Academic Probation Status: _____
Link(s) to online examples or electronic portfolio of your work: _____

Please describe why you would be a strong candidate for this position, based on your skills and/or previous experiences:

Why are you interested in this position, and working with the Illinois Leadership Center?

Work Experiences

Please list three previous or current work experiences.

Employer: _____
From: _____ to _____
Responsibilities: _____

Supervisor name and contact information (email or phone)

Employer: _____
From: _____ to _____

Responsibilities: _____

Supervisor name and contact information (email or phone)

Employer: _____
From: _____ to _____

Responsibilities: _____

Supervisor name and contact information (email or phone)

Illinois Leadership Center and Campus Leadership Participation

Please check if you have participated in any of the below.

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Insight | <input type="checkbox"/> LeaderShape |
| <input type="checkbox"/> Intersect | <input type="checkbox"/> Leadership Certificate Program |
| <input type="checkbox"/> Ignite | <input type="checkbox"/> Leadership Classes _____ |
| <input type="checkbox"/> Imprint | <input type="checkbox"/> Other Leadership Program _____ |
| <input type="checkbox"/> Integrity | |

Campus Involvement

Please list any past and/or present activities or groups that you are involved with on campus. Indicate any responsibilities/positions held in each.

Organization	Dates	Responsibilities/Position

How did you hear about this position?

Your signature: _____ Date: _____