Off-Campus Life Videographer  
LSC 274  

Job Title: Videographer  
Job Classification: Stu Coordinator  
Pay Rate: $13.80/hour  
Openings: 1  

Hours: Varies Monday-Friday (office is open 8:00am-5:00pm)  
- Must be available for Fall 2020 Staff Training on August 19-21, 2020 from 8am – 5pm  

Hours/Week: 15 (occasional evenings and weekends)  

Begin Date: As soon as classes resume in-person status, but no later than July 7, 2020  
Application Submission Date: Rolling  

Videographer Description: The Videographer is responsible for producing videos that promote and maintain Off-Campus Life’s brand. The videographer will determine a shot list, write a script, shoot footage, edit, and accomplish technical tasks related to production and post-production. This position will work closely with the Marketing Manager & Public Relations Coordinator and Graphic Designers, and is also responsible for communicating with other staff on a regular basis to determine office video needs and receive feedback.  

Videographer Responsibilities:  
- Transports, sets up, and operates various production equipment including cameras, audio and video recorders, lighting equipment, props for microphones for location and office production.  
- Collects and records footage for video development.  
- Supports the team throughout the production process, including finding interview subjects, creating graphics, and planning video productions.  
- Sustain and guide creative process by developing interview questions, storyboards, etc.  
- Computer edits video segments on a variety of tape and digital formats.  
- Assists in repair and upkeep of studio and production sets and properties by maintaining proper levels and calibration of cameras, audio and video recorders, and other production equipment.  
- Determines what camera equipment is necessary and obtains equipment.  
- Maintains equipment inventory and field and studio production schedules.  
- Performs miscellaneous job-related duties as assigned.  

Off-Campus Life – All Student Staff Responsibilities:  
- Provide exceptional customer service and accurate information to students regarding office services and programs, renting in the Fort Collins community, city codes and ordinances, building neighborhood relations, and more.  
- General front desk/reception duties, including but not limited to answering phones, keeping statistics, greeting/assisting customers, etc.  
- Providing exceptional customer service to walk-in and telephone customers by providing information regarding office services and programming, renting in Fort Collins, etc.  
- Working knowledge and application of Party Registration program, Rental Search, etc.  
- Facilitate/present various office programs (Finding Gnorman, Roommate Roundups, etc.) and presentations (Ram Orientations, OCL resources, etc.).  
- Help create, plan, implement, and assess OCL large-scale programs.
• All OCL staff are expected to work some evening and weekend commitments (includes Community Welcome – August; Fall Clean-up – November; Housing Fair – March; CSUnity – April).

**Minimum Qualifications:**
• Must possess or have access to video equipment (camera, lighting, etc...)
• Be accepted for enrollment as a regular degree-seeking student at Colorado State University, carrying at least one credit per term during the academic year.
• Currently have a cumulative GPA of no less than 2.5.
• Be in good academic and disciplinary standing according to Colorado State University standards.
• Must be able to commit to the position for at least one year.
• Possess a commitment to working with diverse populations, identities and experiences.
• Excellent organizational skills with close attention to detail.
• Demonstrate problem-solving and decision-making skills.
• Ability to meet tight deadlines.
• Ability to configure, operate and maintain studio and/or field audio, lighting and associated production equipment.
• Knowledge of computerized tape editing applications and procedures.
• Knowledge of professional audio and/or video tape editing and post-production procedures, techniques, and standards.
• Ability to effectively manage time and schedules.

**Preferred Qualifications:**
• Working towards a degree or having a strong interest in Videography, Journalism, Television & Film, Communications, Media, or related field.
• Knowledge of Off-Campus Life programs and events.
• Experience presenting in front of groups of varying sizes.
• Ability to think creatively.
• Experience with video production or digital photography.
• Demonstrate exceptional customer service skills.
• Demonstrate the ability to work effectively both individually and on a team.
• Great communication and interpersonal skills.
• Ability to multi-task in a busy work environment.
• Possess the desire to work with first-year students, transfer students and parents and family.
• A cumulative GPA of at least 3.0.

**How to Apply:**
Please submit the following information to Bri Colon, Bri.Colon@colostate.edu. Questions, please call Bri at (970) 491-2248. Work study and non-work study are welcome to apply.
Colorado State University may conduct background checks on all final candidates.
1. Current resume
2. Three (3) references (including emails and phone numbers)
3. Letter or email stating your interest and specific qualifications for the position
4. Fall 2020 class schedule (if obtained)
5. List of co-curricular commitments, anticipated internships, study abroad intentions, etc.
6. Sample video that you have filmed and edited that shows your artistic style

**Click here to learn more about why our staff love working at Off-Campus Life!**
[https://ocl.colostate.edu/about/employment/](https://ocl.colostate.edu/about/employment/)

Off-Campus Life and Colorado State University are equal opportunity employers. Positions, if offered, are pending the results of a background check.