

Multi-Media Creative Assistant



Position Overview

The **Multi-Media Creative Assistant** will serve as a primary representative of the Associated Students by driving awareness and telling stories through the use of social media. The Assistant will be responsible to help accomplish the goals and objectives set forth by the Office of Student Life.

Eligibility Requirements

1. Be enrolled as a full-time undergraduate ONU student
2. Maintain a minimum 3.0 cumulative GPA
3. Profess Jesus Christ as Lord and be committed to living a consistent life of Christian witness on and off campus, representing Christ and Olivet
4. Understand and agree that this position must take priority over other opportunities to work or serve on or off campus (i.e., Ministry Team, Resident Assistant, ROTC, Admission Ambassador, Varsity Athlete). *Students considering a secondary position may not be eligible to serve unless pre-approved by the Dean of Student Life.*
5. A candidate with a major and/or minor in Public Relations or Marketing is preferred

Focused Efforts

- Drive Awareness, preferences, and engagement
- Content Assignments
- Storytelling
- Provide administrative assistance in areas related to, but not limited to; strategy, analytics, documents, design, videos, photography, and communication
- Engage with efforts that aide in student satisfaction and retention including, but not limited to, attending all school events
- Initiate efforts to assist with the assigned work of the Student Life Leadership Team
- Model and shape a culture of positivity, gratitude, and respect

Reporting

Office of Student Life

- Director of Student Involvement, Chelsea Speas
- Dean of Student Life, Kathy Steinacker

Committee Work

- University Steering Committee: TBD

Standing Meetings

- Director of Student Involvement, Weekly
- Dean of Student Life, as needed
- Social Media Team, weekly or bi-monthly as needed
- Student Life Leadership Team, Monthly (Tuesdays, 9:20am)
- Student Development Advisory Group (SDAG), 6 per semester (Tuesdays, 9:20am)

Compensation

This position requires steady presence and being available at short notice. Compensation is \$15 per hour.

Hours beyond 12 should be pre-approved by the advisor with the intent to not exceed 15 hours on any given week. Some exceptions apply and the advisor will provide counsel.

Notations

The Multi-Media Creative Assistant will work closely with university staff that are responsible for planning, designing, and developing large scale projects within their department. Basic graphic design, photography, and video editing skills required.

There will be required job shadowing that will begin March 2025. Hours are flexible but will need to be prioritized. Time commitment estimated at 15-20 hours and will be compensated.

This position will provide job experience, mentoring, career development, practical training, and public awareness.

This job description is subject to change. Any adjustments would be communicated in advance and would not affect employment.