



ASSOCIATED
STUDENTS INC.
CHANNEL
ISLANDS

THE CI VIEW STUDENT NEWS MEDIA ASSISTANT

Compensated Educational Leadership Opportunity
Associated Students Inc., The CI View
California State University Channel Islands



[APPLY!](#)



[THEVIEW](#)



805-437-2622



ASI@CSUCI.EDU

About The Role

The Media Assistant works directly with the Media Editor, and other media volunteers to ensure a regular and timely online presence for The CI View. Provides support with all aspects of production. From pre-production to post-production, including: content research, planning, creation, filming, editing, and creating broadcast videos and social media content.

- **Employment Rate:** \$354.55 semi-monthly, flat rate payment.
- **Hours:** Typically, Monday- Friday, 8am-5pm, 10 hours per week.
- **Start Date:** August 1, 2022. Required on campus employee training dates include: Monday-Friday, 8am-5pm, August 1-19, 2022. Contracted through winter, spring, and summer breaks.

Responsibilities

- Assists with all aspects of pre-production, production, and post-production for all broadcast and social media segments
- Supports the management of all media outlets, social media, website, and online activity.
- Creates material for online: content, web, news design, production deadlines & social media.
- Provides assists with media editing and fact checking.
- Serves as the student supervisor for media volunteers and interns.

Requirements

- ✓ Must pass a background test.
- ✓ Must be enrolled as a student at CSU Channel Islands.
- ✓ Must maintain a cumulative and semester GPA of 2.5 or higher and be in judicial good standing.
- ✓ Must work a minimum of 3 hours weekly on Fridays during the academic year. Scheduled hours must overlap with other executive team members office hours.