THE CI VIEW STUDENT NEWS
MEDIA ASSISTANT
Compensated Educational Leadership Opportunity
Associated Students Inc., The CI View
California State University Channel Islands

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:** $357.50 semi-monthly, flat rate payment.
→ **Hours:** Typically, Monday- Friday, 8am-5pm, 10 hours per week.
→ **Start Date:** August 1, 2023. Required on campus employee training dates include: Monday- Friday, 8am-5pm, August 1-18, 2023. 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.