

# MARCOM STUDENT MEDIA ASSISTANT

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**Division:** Support Services

**Department:** MarCom

**Experience:** Entry-level

**Job Code:** FWSPRMEDIAAST

**Supervisor/Reports To:** Larry Epling

**Start Date:** 8/25/2025

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Support the Digital Media and MarCom team by creating and editing photography and video content for campus events, media days, and promotional campaigns. Ideal for students interested in digital content, with a willingness to learn new techniques and technology.

## **Responsibilities and Career Competencies:**

1. Assist Digital Media Director and MarCom staff with promotional efforts related to student life – TW, T
2. Photograph student-sponsored and campus-wide events such as white coat ceremonies and commencements – P, TW, T
3. Support MarCom content creators with photo and video content – TW, C
4. Photograph campus buildings and capture general campus stock images in various settings – L, T
5. Assist with digital asset management and tagging of archival footage – TW, T

**Competencies/Skills:** Career & Self-Development (CSD), Communication (C), Critical Thinking (CT), Community Transformation (CTR), Leadership (L), Professionalism (P), Teamwork (TW), Technology (T)

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**Education Requirements:** Must be enrolled and in good academic standing at UPIKE.

**Preferred Skills:** Computer knowledge, social media & new technology, strong active listening, willingness to learn.

**Work Schedule:** Monday–Saturday varies depending on workload. No Sunday hours. Flexible to fit student class schedule.

**Work Conditions:** Normal office environment; heat, cold, noise.

**Physical Demands:** Keyboarding, reaching/handling, stooping/kneeling.

**Number of Positions:** 1

**Pay Rate:** \$9.75/hour

**Location:** Administration Building, 1st Floor

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**To Apply:** Complete required sections and upload your academic and practice schedule along with your resume.

**Application Notes:** Resumes and applications will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disabilities in its programs, activities, hiring, or admission of students.