

# MarCom STUDENT MEDIA ASSISTANT II

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**Division:** Support Services      **Department:** MarCom      **Experience:** Intermediate

**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 photographing events, producing content, and training junior assistants. Assist with headshots, content editing, and major campus photography projects.

## **Responsibilities and Career Competencies:**

1. Assist Digital Media Director and MarCom Staff with student life content creation – TW, T
2. Photograph student events and assist with major campus events like commencements – P, TW, T
3. Help train and support Student Media Assistant I – L
4. Collaborate with content creators on photo/video projects – TW, C
5. Photograph buildings and stock images of campus in various conditions – L, T
6. Support Digital Asset Management with archival tagging – TW, T

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

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**Education Requirements:** Must be a current UPIKE student and have previously held the Student Media Assistant I role.

**Preferred Skills:** Word, Excel, PowerPoint, Adobe Lightroom and Photoshop, social media, attention to detail, public speaking, active listening.

**Work Schedule:** Varies depending on workload; no hours on Sunday through Saturday unless assigned.

**Work Conditions:** Heat, cold, noise, light intensity.

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

**Number of Positions:** 1

**Pay Rate:** \$12.50/hour

**Location:** Administration building, 1<sup>st</sup> floor

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**To Apply:** Upload resume and any applicable media samples via the campus employment system.

**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.