

# Multimedia Assistant



We are seeking a creative and enthusiastic student staff to join the Wei LAB team and tell our story! The staff will be responsible for photography and videography for the LAB, capturing the LAB's work in a way that will engage our audience and local community. The videographer will be expected to create weekly posts for our Instagram and YouTube channel, as well as serve as a photographer at some events and programs. The person in this position will also be expected to label and store photos and videos with SEO in mind, and maintain their storage in our Box and Flickr accounts.

## **Requirements:**

Must be currently enrolled at UW-Madison and in good standing.

Journalism, Communication Arts, Art, and Digital Studies Certificate students strongly encouraged to apply.

## **Qualifications:**

- Knowledge of video production and editing software such as Adobe Suite
- Excellent written and verbal communication skills
- Ability to work independently within deadlines
- Previous experience with video, photos, and awareness of SEO best practices is a plus.

The applicant will be expected to work between 10-20 hours per week.

This is an academic year position, with flexibility to extend the appointment beyond a year.

Hourly rate: \$9-\$12/hr, depending on qualifications

## **About Us:**

Wisconsin's Equity and Inclusion Laboratory (Wei LAB) conducts research on topics related to equity, diversity, and inclusion in education, with a specific focus on higher education. The mission of the LAB is to design, conduct, and share research that informs policymakers, practitioners, and citizens on how best to promote diverse and inclusive learning and work environments in the real world.

## **How to Apply:**

Please submit a PDF resume and cover letter to Samantha Garlock, LAB Manager: [sgarlock@wisc.edu](mailto:sgarlock@wisc.edu). Please direct any questions to Samantha at the e-mail above, or by phone: (608) 890-3790. Candidates asked for an interview will be asked to submit examples of their work with videography/photography.