

POSITION VACANCY ANNOUNCEMENT

Student Assistant 2, UCCE Monterey County

LOCATION HEADQUARTERS: Telecommuting with visits to office located in 1432 Abbott Street, Salinas, CA

POSITION PURPOSE: The Student Assistant 2 (SA2) will perform a range of digital and graphic duties to support the Learn at Your Schedule program. This program provides educational videos and materials to the nursery and floriculture industry, primarily serving technical assistance and educational needs of growers.

Under supervision, the SA2 will perform duties such as producing short (~3-5 min) videos, editing graphics, updating blogs and other social media, creating outreach materials, survey analysis. The SA2 will be integral in creating educational videos and uploading online content.

The SA2 will be a telecommuting/work remote position.

DUTIES: 30% time: Assist in disseminating Program Content

- Assist in the dissemination of information with academics, industry affiliates and other university programs, media and others as appropriate. This includes for the program website, newsletter, and may include other media methods.
- Update program website, emails, social media and other electronic platforms.
- Assist with creation of printed materials like posters, advertising, handouts, brochures, flyers etc.

70% time: Online Learning Content

- Assist in the creation of online learning videos at least 40 ~3-5 short videos in total
- Videos will be design based on PowerPoint presentations, but may include graphics and in some instances short live shots.
- Evaluate and combine multiple forms of media for optimal communication and online learning

REQUIRED COMPETENCE:

- Must be enrolled as a student and eligible to work in the United States
- Must be self-motivated with a positive attitude
- Have the ability to take direction from multiple inputs and work independently to complete tasks remotely
- Must have experience with digital photography, graphic design and videography production and editing
- Experience using social media platforms such as blogs, Facebook, etc.
- Preferred bilingual Spanish
- Preferred experience, education, or knowledge of the Agriculture, Horticulture, or Floriculture

Estimated start time, June 1st, 2020. For more information and to be sent application information, contact Kelley Sivertson ksivertson@ucanr.edu (preferred) or 831-759-7354