

2023-2024 WCNR Photography & Communications Student Ambassador

Warner College Student Ambassadors

As the “face” of Warner College, our student ambassadors represent the office's vision through exceptional guest experiences both in and out of the office. These energetic leaders will shape the experience of each guest by assuming (but not limited to) the following roles:

- Staffing the front desk (GC, CD, DP, VWC, L, SR, PA, CTPS)
- Promoting Warner College initiatives through outreach opportunities (GC, CD, VWC, L, C, IT, CTPS)
- Assisting with Warner College events (GC, CD, VWC, L, C, IT)
- Maintaining and organizing the Student Success Center and Michael Smith Natural Resources Building (L, C, PA)

Additional Ambassador duties (depending on Team role) may include:

- Welcoming prospective students and families (GC, VWC, L, C, IT, SR, PA)
- Providing College tours and career advising (GC, CD, VWC, L, IT, SR, PA)
- Transcribing, analyzing, and formatting data reports (GC, DP, VWC, CTPS)
- Assisting with Warner College communications projects and initiatives (CD, VWC, L, C, IT)
- Assisting with Warner College social media outreach (GC, CTPS, C, VWC, DP)

Photography & Communications Student Ambassador Job Summary:

As a part of the Communications Team, you will assist in the following tasks:

- Curating and creating social media content (Facebook, Instagram, LinkedIn, Youtube) to include text, photo and video posts (DP, V/WC, C, GC), including:
 - Photos and videos that reflect the Warner College community and brand
 - Compelling, informative, or humorous graphics and posts to engage and attract target audiences
- Capturing data analytics for the following platforms: Facebook, Instagram, LinkedIn, Youtube, and Podcasting platforms
- Writing and editing news stories and press releases using AP style to meet strict deadlines (DP, V/WC, CGC)
- Photographing, recording, and editing video and audio content for Warner’s student podcast for dispersion on podcasting platforms
- Photographing, recording, and editing photo and video content taken at Warner events
- Developing and executing public relations, social media, news and ad campaign strategies and plans (DP, V/WC, TW, C, GC)
- Brainstorming communications strategies and social media posts with communications team (V/WC, TW, L, C, CT/PS, GC)
- Adhering to a social media calendar for all platforms (DP, V/WC, CT/PS, GC)
- Monitoring and reporting social media analytics (DP)

Salary: \$14.50/hour with opportunities for annual raises (*Work study is encouraged, but not required*)

Qualifications:

- Current CSU Student (not limited to Warner College of Natural Resources students)
- Must be able to fully support the Warner Student Ambassador vision and goals, including social justice and diversity

- Knowledge and experience with graphic design software (Adobe Creative Suite, particularly Audition, Lightroom, Photoshop, and Premiere Pro) and Canva
- Skilled at photography and videography, including composition, lighting, direction, and editing
- Able to create on-brand and engaging visual content.
- Strong organizational and project management skills
- Dependable, motivated, flexible, and skilled at working autonomously and as a team member

Terms of Employment:

- Able to make a minimum one-year commitment to the position beginning in Summer Semester 2024
- Maintain weekly office hours/ responsibilities of up to 12 hours/week, 5 hour minimum
- Attend monthly Student Success Center staff meetings

How to apply:

STEP 1: Submit application through Handshake by DEADLINE DATE at 5:00pm. In addition to the application, please include a resume and a cover letter addressing the following: Why are you interested in this position, and how does it fit in your career development plan? Either in your cover letter or as a separate document, please include a few examples of your design skills and photography – this can be an attachment or a link to a virtual portfolio.

STEP 2: Attend an interview between DATES (scheduled based upon availability).

STEP 3: Students will be notified of a hiring decision by DATE

Questions can be directed to:

Vicki Culbreth, Outreach and Engagement Manager: vicki.culbreth@colostate.edu
Student Success Center, Colorado State University

Colorado State University is an equal opportunity/affirmative action institution and complies with all federal and Colorado state laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity is located in Room 101, Student Services. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.