



Position Announcement

Western Connecticut State University Digital Media Assistant

Western Connecticut State University is pleased to announce applications are being accepted for Digital Media Assistant.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

WCSU's Media Services department provides the WCSU community with the professional media content to support instruction and promotion of the University. Additional information on the department may be found at www.wcsu.edu/media/. Information on the University may be found on www.wcsu.edu.

Position Summary: The Digital Media Assistant is responsible for producing high-quality video content and live streams to support the university's athletics programs and broader institutional initiatives. Involves live streaming athletic events, creating promotional videos, and managing content across various social media platforms, including YouTube. This position will supervise student employees/interns.

Position Responsibilities:

- Creates video content for athletic programs, university events, and promotional campaigns.
- Conducts preproduction, cinematography, lighting, editing, audio, and graphics for video production.
- Assists with producing and posting video content for social media platforms, including YouTube.
- Assists with live streaming of athletic events, ensuring high-quality broadcasts.
- Maintains video equipment and troubleshoots technical issues during live streaming of athletic events.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

Qualifications:

- Bachelor's degree in a related field.
- Two years' experience with live streaming or video production.
- Familiarity with video production equipment and software.
- Understanding of social media platforms and content management.
- Excellent communication and organizational skills.
- Proven capacity to thrive in fast-paced, deadline-driven environments.
- Ability to work flexible hours, including evenings and weekends, as required by event schedules.
- A portfolio of recent video production work is required.



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Salary & Benefits: The hiring salary range is \$57,552 - \$78,545 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Interested applicants must submit a cover letter, which includes the names and contact information for three (3) professional references, a resume, and a portfolio (one MP4 (no more than three minutes) with examples demonstrating video production skills (e.g., cinematography/videography, editing, sound design, etc.) and/or livestream/broadcast skills. Include your role for each example. Additional links of completed work in longer form may also be provided. Questions may be directed to hrpositions@wcsu.edu – please reference Digital Media Assistant in subject line.

To apply, submit your materials to:

<https://westernconnecticutstateuniversity.applytojob.com/apply/xy65MFYFcO/Digital-Media-Assistant>

Application materials must be submitted no later than **Sunday, November 30, 2025**. Late applications will not be accepted.

Western is an Affirmative Action Equal Opportunity Educator/Employer