



THE OFFICE OF HOUSING AND RESIDENCE LIFE  
UNIVERSITY OF NORTH CAROLINA WILMINGTON  
A DIVISION OF STUDENT AFFAIRS  
*“Creating Experiences for Life”*

**Title of position**

Student Production Assistant for CHWK Network

**Department**

Housing and Residence Life

**Reports to**

Sean Ahlum, Assistant Director for Technology and Communications (Housing and Residence Life)

**Overall responsibility**

To produce, shoot, edit, and monitor UNCW departmental/organizational specific content for CHWK network

**Key areas of responsibility:**

- Shoot and edit video for spots, PSA's and promotional content of the channel.
- Generate graphical work for the informational portion of the broadcast.
- Control and monitor the broadcast and broadcasting equipment.
- Coordinate delivery of graphic, audio, and video submissions from the various campus departments, classes, and student groups participating in CHWK network of channels.
- Schedule and upload submissions for broadcast and playback.
- Ensure quality of the broadcast and broadcast materials.
- Enforce policy standards of submitted material and reconcile questionable material with supervisors.
- Journalistically gather community and campus news, events, and other information for video bulletins and tickers.
- Promote the channel to other departments, classes, and student groups who may have need for or benefit from this service.
- Provide production assistant (PA) labor during events and shoots.

**Consults with:**

- CHWK Network production team
- Housing and Residence Life
- Department of Communication Studies
- Student Media Board
- Other departments at UNCW
- UNCW Students

**Term of employment:**

\$8.50/hour; 20-25 hours a week during academic year, and up to 35 hours a week during summer.

**Qualifications**

- Experience with Microsoft PowerPoint, Word, and Outlook required.
- Experience with web browsing is required.
- Experience with personal computers.
- Graphic design experience and understanding of basic graphic design principles.
- Basic video editing experience and understanding of basic video editing principles.
- Understanding of basic computer network terms and concepts would be helpful: FTP, Ethernet, LAN, etc.
- Must maintain a 2.5 grade point average to remain employed. A GPA below 2.5 may result in a probationary period of employment
- No current UNCW judicial sanction

UNC Wilmington is committed to equal employment opportunity

University of North Carolina Wilmington Office of Housing and Residence Life  
601 S. College Road Wilmington, NC 28403-5959  
PHONE 910.962.3241 FAX 910.962.7032

*All applications should be put to the attention of Sean Ahlum (ahlums@uncw.edu)*



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