**Position Title:** Student Worker –Pathways Career Podcast

**Department Name:** IUSM Graduate Division  
**Department ID:** DMGA  
**Incumbent's Name:** None  
**Supervisor’s Name:** Lauren Easterling  
**Supervisor’s Title:** Director of Trainee Services

**Primary Duties and Responsibilities**

* Assist with the production, editing, publication, and maintenance of the Graduate Division *Pathways* Podcast (related to professional and career development)
  + Creating, editing, and publishing audio and video files using Adobe Creative Cloud applications
  + Use IU podcasting tools to publish the *Pathways* podcast
  + Edit Pathways video interview recordings to create additional resources (video clips and segments for online professional development offerings)
* Assist the Associate Dean for Research and Graduate Studies and the Director of Trainee Services in the promotion and ongoing maintenance of the *Pathways* Podcast
* Assist with the maintenance of records related to the *Pathways* podcast (recording schedules, editing, publication, ongoing issues as assigned
* Other tasks as assigned by the Associate Dean and/or the Director of Trainee Services

**Qualifications**

*Minimum Education:*

* Currently enrolled, work-study eligible IU student
* Preference for students with journalism, public relations, and/or media production backgrounds

*Required knowledge, skills, and abilities:*

* Basic computing skills, including ability with office productivity software, email, and file sharing
* Intermediate to advanced ability with Adobe Creative Cloud applications, including: Premiere, Photoshop, and Illustrator
* Experience with video and audio recording (hardware and software)
* Experience with audio and video file formatting, publishing, and editing
* Ability to communicate clearly and professionally with trainees, faculty, staff, presenters, and others at all times

*Preferred knowledge, skills, and abilities:*

* Experience with videoconferencing software and tools

*Physical Requirements:*

* Ability to lift up to 15 pounds as required (Graduate Division special events, professional and career development activities)
* Ability to sit at a desk at a computer for up to 20 hours a week (maximum)