



# Online Learning Video Production Assistant

## Job Summary

As a Video Production Assistant with the Office of Academic and Learning Innovation at CU Boulder, you will support Learning Experience Designers (LXDs) and the Media Production Design Specialist in working with faculty to develop video content for courses hosted on Coursera, a global learning platform. Responsibilities include consulting with faculty on video design and development and turning raw footage into polished, professional instructional content. While this role focuses on course development projects, you may also be tasked with internal media-based projects for ALI.

## Who We Are

The [Office of Academic and Learning Innovation](#) (ALI) is an agile and responsive unit in the Division of Academic Affairs tasked with designing next-generation learning experience that engages the local and global University of Colorado Boulder community. Our mission is three-fold: **inspire** a re-imagination of teaching and learning, **expand** access to high-quality learning experiences, and **transform** higher education for the 21<sup>st</sup> century. Our work spans innovative on-campus program development, Massive Open Online Courses (MOOCs), scaled degree programs and certificates, and designing new business and technical processes to support our academic vision.

## Responsibilities

As a Video Production Assistant, you will:

- Meet with faculty and Learning Experience Designers to determine editing specifications.
- Recommend improvement for video quality, including lighting, composition and sound.
- Suggest techniques to make videos more engaging, i.e. storytelling, pacing and visuals.
- Edit raw video and audio for learning content.
- Provide regular status updates to Learning Experience Designers on video development.
- Organize and manage video files according to ALI guidelines.
- Proofread captions, titles, and text elements for accuracy, clarity, and consistency.
- Follow guidelines to ensure video content is accessible for all learners.
- Conduct comprehensive reviews to ensure edited videos meet quality standards.
- Upload finalized video content to Coursera and course development files.



You may also be asked to:

- Assist faculty or Media Design Specialist with recording on or off campus.
- Support Media Design Specialist with projects related to ALI's One Button Studio (OBS).
- Provide OBS tours and recording equipment training to faculty (e.g. green screen, lightboard).
- Edit raw video and audio for marketing or other ALI content.
- Perform other internal media-related tasks as needed.

## Qualifications

### Required Skills and Experience

We are looking for candidates with intermediate or advanced proficiency in the following areas:

- Utilizing **Adobe Premiere Pro** to edit raw footage and produce high-quality videos, including:
  - Green screen background replacements and image overlaying.
  - Cutting, splicing and transitioning video with various media assets.
  - Adding text effects, animations and using the essential graphics panel.
  - Noise reduction, vocal enhancement, and volume/pitch consistency.
  - Applying color grading and correction techniques.
  - File formats, codecs, and export settings for optimal video quality.
- Employing **video production principles** to create engaging content, including:
  - Storytelling and audience engagement
  - Composition and shot variety
  - Lighting and color grading
  - Sound design and editing
  - Pacing and visual consistency
  - Accessibility and considerations for diverse learning styles
  - Technical quality (e.g. resolution and frame rate)
  - Testing and iteration

To be successful in this role you must also:

- Efficiently manage multiple projects simultaneously.
- Communicate effectively and professionally with faculty and ALI team members.
- Follow instructions meticulously and pay close attention to detail and consistency.
- Adhere to style guides for branding and video editing conventions.
- Adapt flexibly to changes in project and instructor requirements.
- Approach unexpected challenges with a positive, solution-oriented mindset.
- Meet deadlines and proactively communicate availability and bandwidth.
- Embrace autonomy and self-driven work as well as creative and executive collaboration.



## Preferred Skills and Experience

Candidates who also have proficiency in the following skills will be given priority:

- Collaborating in Microsoft (MS) Suite and Google Workspace.
- Conducting meetings over Zoom and/or Teams.
- Providing expertise in pre-production and cinematography techniques for others.
- Using storyboards or other tools to strategize and organize video components for others.
- Creating animations and graphics to enhance visual appeal.
- Leveraging AI tools for video production.
- Developing learning materials (video or otherwise) for courses or other learning experiences.

## Work Modality and Expectations

**This is a predominantly (90%) remote and asynchronous role.** Team operations occur Monday to Friday from 9 a.m. to 5 p.m. MT. You will be expected to respond to communications in a timely manner during these hours and participate in meetings with faculty and/or ALI team members as necessary. This position may require infrequent in-person work outside of standard business hours to support events. Independent work hours are flexible and can take place at any time throughout the week as long as deadlines are met.

**The weekly time commitment is flexible.** Workload may fluctuate depending on the availability of course development projects. Internal projects unrelated to course development may be assigned during periods of reduced course-related project activity or in response to emergent needs.

We do our best to offer a minimum of 5 hours per week. Non-student temporary hires may work up to 40 hours per week, depending on ALI's project availability and support needs. Student workers' weekly hours are limited by [campus policy](#). During the academic year, undergraduates may work a maximum of 25 hours per week and graduate and international students may work up to 20 hours per week. During the summer, we may be able to offer up to 40 hours per week depending on your work eligibility and ALI's support needs.

**You must provide your own computer.** If required, specialized software will be provided through CU Boulder or ALI.

## What We Can Offer

This position offers a starting compensation of **\$17 per hour**. This role includes a 60-day probationary period. Following this period, we will conduct a performance review. Depending on your performance, there is potential for a compensation increase of **up to \$3 per hour**.

Work study is available and encouraged.



## **Application Instructions**

Please submit the following materials to [ali@colorado.edu](mailto:ali@colorado.edu).

1. Current resume
2. Cover letter that specifically tells us how your background and experience align with the requirements, qualifications and responsibilities of the position
3. Recent sample of your video editing skills

This position will remain open until filled.

*The University of Colorado Boulder is committed to building a culturally diverse community of faculty, staff, and students dedicated to contributing to an inclusive campus environment. We are an Equal Opportunity employer, including veterans and individuals with disabilities.*