

T-Bird TV Work-Study

Posting Date: 9/18/2018

Classification: T-Bird TV Work-Study

Description: Primary responsibilities shall be, but are not limited, to the following: (1) help Videographer and College Communications staff with various assignments; (2) video various campus activities; (3) perform requested clerical duties and general office tasks; (4) pickup and deliver mail; (5) any and all duties as assigned by the Videographer and Director of Institutional Effectiveness; (6) work closely with staff and students to maintain good customer service; (7) Confidentiality is required in this position.

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills as well as the ability to maintain a friendly attitude and work effectively with students, staff and faculty. Willingness to learn new skills and computer proficiency is required. Must be able to lift 50-75 lbs.

Salary/Benefits: \$7.50 per hour and up to 20 hours per week.

Must be able to work 20 hours per week M-F during the hours of 8am-5pm

Application Deadline: Open until filled; 1 position open

To Apply: To schedule an interview, please contact Kasie Taylor 492-2511.