TRINITY VALLEY COMMUNITY COLLEGE
FEDERAL WORK-STUDY
JOB POSTING

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

JOB TITLE Communications Assistant

DEPARTMENT Communications Dept

REQUESTOR - SUPERVISOR Deidra Jones

OFFICE (Bldg & Room #) Math/Journalism 105A

OFFICE PHONE # 903-675-6397

OFFICE CONTACT HOURS MWF 8am-9am, noon-4pm

OF STUDENTS NEEDED

OF HOURS PER WEEK

QUALIFICATIONS REQUIRED Understand the communications tools of photography and newspaper production plus office duties.

DUTIES Do mailings of News-Journalism, help in producing contest materials for convention, assist in grading papers, keep journalism lab and photo journalism teacher needs done.

PRE-SCREENING QUESTIONS Do you have knowledge of newspaper writing and publishing? Are you knowledgeable of Photoshop?

OTHER PERTINENT INFO