

TRINITY VALLEY COMMUNITY COLLEGE
100 Cardinal Drive Athens, TX 75751
FEDERAL WORK-STUDY
JOB POSTING

ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:

POSITION NAME	<u>Cardinal Corps-Marketing and Communications Asst</u>
CLASSIFICATION (e.g., tutor 1, lab tech)	<u>Assistant</u>
DEPARTMENT	<u>Marketing</u>
SUPERVISOR	<u></u>
CAMPUS LOCATION	<u>Athens</u>
OFFICE (Bldg & Room #)	<u>Liberal Arts LA115</u>
OFFICE PHONE #	<u>903-670-2019</u>
OFFICE CONTACT HOURS	<u>8am-4:30 pm Mon-Fri (closed Fridays in summer)</u>
# OF STUDENTS NEEDED	<u>5</u>
# OF HOURS PER WEEK	<u>19</u>
RATE OF PAY	<u>\$10.00</u>
LENGTH OF EMPLOYMENT	<u>one semester</u>

QUALIFICATIONS Creative, marketing-minded individual, focused, self-starter. Able to meet deadlines. Graphic design or photography skills. Knowledge of social media preferred.

ROLE/DUTIES/RESPONSIBILTIES Working with Marketing and communications manager to create content for campus and social media accounts. Responsible for creating and distributing content for internal campus communication. Help promote campus events. Communicate to various audiences-external and internal. Cover events. Become a student ambassador for TVCC through social media platforms.

*Student worker will be evaluated at the end of the semester or when student is no longer working.

