



Federal Work-Study
Public Relations and Marketing

Name of Position: Student Office Assistant – Public Relations and Marketing

Number of positions available for this posting: 1

Pay Grade and Classification: Grade II - \$10.50/hour

Hours per week: 20

Terms of Employment: Fall, Spring, Summer

Name and Address of Employer:

Jackson State Community College
Public Relations and Marketing
2046 N. Parkway
Jackson, TN 38301

Supervisor:

Henry Kilpatrick
731-424-3520 ext. 50512
hkilpatrick1@jscc.edu

Location of Job Placement:

Student Center
SC 113

Purpose and Role of the Position:

- To assist the JSCC PR and Marketing department's day-to-day efforts to fulfill the division's annual and long-term strategic goals.

Duties and Responsibilities:

- Student will assist in conceptualizing, writing, and executing the division's social media strategy through content creation such as photo and video shoots, along with general graphic design, and helping to maintain the PR & Marketing studio.
- This will be a learning environment where the student will gain hands-on experience using industry-leading equipment to promote the college and have opportunities to develop their professional portfolio for post-college employment.

Qualifications:

- Required Qualifications
 - Photography, videography, writing, or graphic design portfolio demonstrating basic understanding of methods and application for that respective field.
 - Ability to receive and apply creative feedback.
 - 1 year of experience in photography, videography, graphic design, or social media.
- Preferred Qualifications
 - 2-3 years of experience in photography, videography, graphic design, or social media.
 - Experience using DSLR cameras.
 - Experience using Adobe Creative Cloud (Photoshop, Lightroom, and/or Premier Pro).
 - Well-rounded Mac/PC user that has the ability to sort, organize, and locate files in a timely manner.