



## Work-Study Job Posting Request

Semester/Year:  Fall: 2024     Spring: 2025     Summer: \_\_\_\_\_

Type of WS:     Federal     Institutional

Department (Dept#): Marketing/PR (2630) ▼

Campus:     Poteau     Sallisaw     Off Campus

Building: BC    Office/Room #: 866F

Job Duties/Responsibilities: Collect B-roll of campus events, take photos of campus events. Assist with managing library of digital assets for content creation. Coordinate social media ambassadors and social media student takeovers. Assist with other clerical duties in the department including some design and video work.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule: (Possible working hours)		TBD	TBD	TBD	TBD	TBD	

Supervisor Name: Holly Bormann

Email: hbbormann@carlalbert.edu

Phone #: 918-647-1474

Other Information (if applicable): Working hours will be determined based on class schedule and other commitments.

Working knowledge of Adobe Suite a plus. Must have working knowledge of DSLR and video/audio equipment.