

COMMUNICATION ARTS WORK-STUDY JOB DESCRIPTION

NAME OF DEPARTMENT: Communication Arts

PURPOSE OF JOB:

To provide support to the Communication Arts department in any or all of the ways described in the duties and responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

- A student working in the Communication Arts department would be running errands, making copies, performing light office support, etc. for Communication Arts faculty and the department chair.
- The student would also help with on campus video production tasks as assigned by the department, as well supporting and managing media communication and production equipment as needed.
- The student may also be tasked with executing various forms of publicity and communication on campus on behalf of the Communication Arts department (put up posters, etc.).

In addition, it is preferred that the student:

1. Be detail oriented, as well as be able to focus on the technical information required.
2. Possess or be willing to obtain some proficiency in video production and editing.

OVERALL JOB QUALIFICATIONS:

A student should be team-oriented and have the ability to be accurate and diligent in performing their duties and responsibilities. He or she should have some skill and interest in video production, and media communication equipment. A Communication Arts major is preferred.