

JAMES SPRUNT COMMUNITY COLLEGE
FEDERAL WORK-STUDY
POSITION VACANCY ANNOUNCEMENT

Position: Advertising & Graphic Design Assistant
Purpose: To assist the instructor in various duties
Department: Advertising & Graphic Design
Contact Person: Amber Dail
Term of Employment: Fall & Spring

Job Qualifications:

1. Must be knowledgeable in all Adobe software and proficient on the Apple iMacs.
2. Must be able to operate scanner and printers.
3. Must design various pieces for the college. May include logos, brochures, advertisements and booklets.

Job Duties:

1. Maintain iMac computer lab. Must be familiar with the apple and be able to install software updates as needed.
2. Oversee the computer lab after class hours and/or when the Instructor leaves for the day. Must be able to keep lab open to students. Will need to know how to troubleshoot and assist individuals with any design/computer/printer problems.
3. Make copies and run office errands.
4. Assist the instructor at various career day functions or in-house tours.
5. Assist with the planning and set up of the Annual Art Show in the spring.

Classification of Employment: Part-Time/Temporary
Salary: \$8.12/hr. **Hours/Wk.:** Up to 10

Application Instructions: Must have a financial need as determined by the Free Application for Federal Student Aid (FAFSA) and complete a JSCC Federal Work-Study Employment Application. Request application forms from the Financial Aid Office.

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