



Work-Study Job Description

Financial Aid Office
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***** Applicants must be eligible for work-study as part of their financial aid package to apply for this position.**

Department: Creative Services

Job Description: Work Study Students

- a. **Duties:** Content creation for social media (including filming and editing reels) Scheduling posts, Various Social Media tasks, and Post Production in Creative Services
- b. **Location: Creative Services office**
- c. **Department's function on the CEI Campus: Social Media and Creative Services**
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** School Hours
- b. **Preferred work experience:** N/A
- c. **Preferred skills:** Social Media knowledge (Facebook, Instagram, YouTube, LinkedIn etc.), Willingness to learn
- d. **Preferred character traits:**
- e. **Other:**

Salary: \$13.00/hr

Work Hours: 10-15 hrs.

Post Date: August 22, 2024

Closing Date: Until Filled

To Apply Contact:

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