

**JOB TITLE:** College Relations Creative/Digital Media Assistant

**WORK AREA:** College Relations and Marketing – East Hall First Floor

**AREA HOURS:** 10 – 20 hours/week

**JOB RESPONSIBILITIES, DUTIES:**

Support RCTC College Relations and Marketing Department. Opportunities for projects using social media, photography video, graphics, special events and other duties as assigned. Experience in Adobe Creative Suite is a plus.

**PERFORMANCE EXPECTATIONS/CONDUCT:**

The successful candidate will possess excellent written and oral communication skills. The candidate will be fluent in written and spoken English and be able to successfully proof read documents. The candidate must be reliable, able to meet deadlines, work quickly and with consistent accuracy.

**NUMBER OF STUDENT'S NEEDED: 2**

(Assume 10-15 hours per student.)

2 Academic Year

2 Summer (June-August)

**TYPICAL WORK HOURS:**

x Daytime  Evening  Weekends  
Between 8 am – 4:30 pm

**PERFORMANCE REVIEW:**

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

Contact Person: Michelle Messenger Herber and Nate Stoltman

Location: East Hall 243

Phone: 507.536.5602

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