



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

POSITION ANNOUNCEMENT

Student Intern LCTCS FastStart Office of Media Relations

Purpose:

The purpose of employing students and temporary employees is to provide much needed assistance to the fulltime staff, and to provide meaningful work experience and training for the individual to prepare them for future employment.

Summary:

The student intern position provides assistance for the LCTCS FastStart executive director's office and creative staff in terms of graphic arts, photography, video editing, small and routine projects, and running errands. In addition, the student intern will perform additional tasks as outlined by the FastStart Media Relations office. The student worker must be able to work independently or with broad supervision.

Qualification Requirements:

Should be a full-time Junior or Senior student and maintain full-time status in order to retain eligibility for continued employment as a student worker.

Desired Skills and Abilities: Strong graphic arts background

- Knowledge of the Adobe Creative Suite, ideally Premiere Pro, After Effects, InDesign, Illustrator, and Photoshop
- Knowledge photography and video editing capabilities are a plus
- Good interpersonal skills
- Good written and oral communication skills
- Ability to work independently

Student Intern, FastStart 9.1.2017

Additional Requirements:

- A valid Louisiana Driver's License
- Proof of motor vehicle insurance

Requirements: Should be a full-time student **and** maintain full-time status in order to retain eligibility for continued employment as a student worker.

Verification of full-time student status must be furnished to the Human Resources office at the beginning of each Spring and Fall semester.

Work Hours: 20 hours per week during class sessions. **29** hours per week during Holiday's and Breaks

(Parking Privileges included)

In accordance with LCTCS Policy #6.036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Pay depends on college standing (Junior or Senior).

To apply please send a cover letter, resume' and 3 professional references to:

Human Resources Specialist
Louisiana Community & Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806

Or via email to employment@lctcs.edu

Applications will be accepted until the position is filled.