

Work-Study Position Data Request

The College Work-Study Program is a federally/state-funded, campus-based financial aid program with a limited number of funds for **students who have documented financial need** and who want to earn part of their educational expenses while attending college. **Students interested in College Work-Study must have a current FAFSA on file in Financial Aid to determine financial need and eligibility.**

Students must submit an application online and indicate which position(s) in which they are interested, along with a copy of their current class schedule. Incomplete applications will be discarded. Applications will not be kept on file once a position is filled. For more information on the Work Study Program or to apply for open positions, please visit www.Kilgore.edu/student-jobs.

1. **Department or Office requesting work-study:** REEL East Texas
2. **Position Title:** Community Service Work-Study
3. **Number of positions available:** 1
4. **Date/Term student needed:** 2026-27 Fall/Spring/Summer
5. **Rate of Pay:** \$12.00

Description of duties:

Assist the Director in engaging with filmmakers and production teams to facilitate their activities. Coordinate logistics for film-related events and contribute to the growth of the local film industry. Foster relationships with industry professionals under the guidance of the Director.

Work closely with the Director to manage day-to-day operations of the Texan Theater and Old Post Office. Ensure venues meet required standards for community events. Assist in scheduling, reservations, and logistics for events with guidance from the Director.

Collaborate with community groups, providing support in event planning and execution. Assist in marketing and promotion of events under the direction of the Director. Provide on-site support during events, addressing issues to ensure a seamless experience.

Collaborate with the Director on initiatives to preserve and promote East Texas history. Support the documentation and safeguarding of historical artifacts. Participate in planning events that celebrate the cultural heritage of East Texas.

Requirements/Skills Required:

- Interest in supporting the growth of the film industry in East Texas.
- Passion for historic preservation and cultural heritage.
- Strong organizational and communication skills.
- Proficiency with Google, Apple, and Adobe products is recommended but not required.
- Ability to work flexible hours, including weekends, to accommodate community events.

Preferred Availability:

☒	Sunday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Monday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Tuesday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Wednesday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Thursday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Friday	☒	Morning	☒	Midday/Afternoon	☒	Evening
☒	Saturday	☒	Morning	☒	Midday/Afternoon	☒	Evening

Once an application is submitted, the Financial Aid Office will determine eligibility and forward the information to the respective Departments. Interviews will be conducted by the Department listed on the job description. Once a position is filled, the job posting will be removed from the website and other job posting areas.