

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:** SAFFE (Special Abilities Family Fun Event)
2. **Position Title:** Assistants
3. **Number of positions available:** 2
4. **Date/Term student needed:** 2026-27 Fall/Spring/Summer
5. **Rate of Pay:** 10.00 per hour

Description of duties:

Position Overview:
The SAFFE (Special Abilities Family Fun Event) Day team is seeking a motivated and creative intern to assist with event planning, marketing, and administrative tasks. This position offers hands-on experience in social media management, event coordination, and community engagement. The ideal candidate will work closely with the SAFFE Day board to promote the event and ensure its success.

Key Responsibilities:
Content Creation & Social Media Management
Develop engaging content for social media platforms (Facebook, Instagram, etc.).
Schedule and manage posts to boost awareness and engagement.
Respond to messages, comments, and inquiries.
Event Planning & Logistics
Assist in coordinating event details and logistics.
Work with vendors, sponsors, and community partners.
Help organize promotional activities leading up to SAFFE Day.
Administrative Support
Manage emails and correspondence.
Conduct research related to the event and outreach opportunities.
Run errands as needed for event preparation.

Requirements/Skills Required:

Qualifications:
Passion for event planning, marketing, or community outreach.
Strong written and verbal communication skills.
Experience with social media platforms and content creation.
Ability to multitask and work independently.
A connection to or understanding of the special needs community is a plus.

Additional Details:
This is a part-time, temporary internship.
Flexible hours with a mix of remote and in-person work.
A great opportunity for students or individuals looking to gain experience in event planning and nonprofit work.
The internship is ideal for current freshmen(planning to continue as sophomores) extending from the Spring semester through the Fall Semester.
SAFFE Day is set in mid-october and the ideal candidate will be available on the day of the event (a Saturday) in addition to work during the months of lead-up

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.