

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:** Visual Arts Department
2. **Position Title:** Graphic Design Studio Assistant
3. **Number of positions available:** 1
4. **Date/Term student needed:** Fall through Spring (No Summer)
5. **Rate of Pay:** \$10.00

Description of duties:

The Graphic Design Studio Assistant monitors the design lab during scheduled hours, providing a safe and supportive environment for students. Responsibilities include assisting students with lab equipment and software (e.g., computers, printers, scanners, and design applications), answering general questions or directing students to appropriate resources, and performing light cleaning and organizing of the lab space as needed. This position requires reliability, basic technical troubleshooting skills, and strong communication with students and staff. A Graphic Design major is preferred.

Requirements/Skills Required:

- Be available during midday to evening hours
- Be familiar with lab technology and the Adobe software

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.