

FEDERAL WORK STUDY PROGRAM

Film Technology

Location: Ellis Crossing (Griffin) Hours: M- 8:00 am – 5:00 pm; W-12noon-5pm; Fri- 8a-12n

Supervisor: Doug Bruce Hourly Rate: $10.00

Under general supervision, the Film Technology Department is seeking a work study to assist in the Ellis Crossing campus located in Griffin. Employee will be required to help maintain and organize film equipment, must be able to lift up to 35 lbs., have basic computer comprehension, and be able to perform duties without constant supervision.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**
Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. Knowledge of proper etiquette; professional dress; knowledge of college activities and operations.