

## Colorado College 2018-19 Student Worker Job Description

<b>Department/Organization:</b>	Office of Summer Session
<b>Job Title:</b>	Summer Session Video Intern
<b>Start Date:</b>	November 26, 2018
<b>End Date:</b>	March 13, 2018
<b>Hours per week:</b>	10 -15 per week
<b>Supervisor:</b>	Jim Burke
<b>Supervisor's Email:</b>	jburke@coloradocollege.edu
<b>Supervisor's Phone:</b>	6656
<b>Other contact (if any):</b>	
<b>Pay Step:</b> I - \$10.20, II - \$10.56	please specify the pay step I <b>II</b>
<b>Fund Code:</b>	110002
<b>Org Code:</b>	152001
<b>Position Code:</b>	614001
<b>Purpose:</b>	To develop short video content for Summer Session events and Pre-College
<b>Duties and Responsibilities:</b>	<p>Create short (30 sec) promotional video content for:</p> <ul style="list-style-type: none"> <li>• Pre-College course and staff introductions, day in the life.</li> <li>• On-campus undergraduate course and faculty introductions</li> <li>• Summer in January event – 1/26</li> <li>• 2 video per block</li> </ul>
<b>Qualifications:</b>	Experience in video creation and editing Proficiency in Premier Pro, iMovie, Adobe Spark, or other movie making software
<b>How to Apply for this position (if still open):</b>	Provide previous material and qualifications to <a href="mailto:jburke@coloradocollege.edu">jburke@coloradocollege.edu</a> .

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## Pay Step Guidelines for 2018

**Step I (\$10.20)** – Entry level position with minimal qualifications required. **Example:** office assistant

**Step II (\$10.56)** – High degree of responsibility with minimal supervision; high level of skill or training required; knowledge of special skill or academic area required. **Example:** tutor, lifeguard, research assistant

If you have any specific questions about the pay grades above, please contact the Financial Aid and Student Employment Office 719-389-6651