## **POSITION ANNOUNCEMENT**

**POSITION AREA:** Instructional Video Assistant | Distance Learning, North Metro Campus

**POSITION DESCRIPTION:** The Instructional Video Assistant will support video production tasks, including recording instructional content, creating closed captions, and performing light video editing. This role also involves organizing video files, assisting with accessibility initiatives, and developing training guides. The ideal candidate has experience with cameras, video editing software, and captioning tools, along with strong organizational skills and attention to detail.

**POSITION DUTIES**:

* Support the daily operations of instructional video production, including assisting with on-site recordings, creating closed captions, performing light video editing, and developing training materials.
* Assist with video recording for instructional content, including setting up and operating cameras.
* Create and edit closed captions and transcripts to improve accessibility.
* Perform light video editing, such as trimming clips, adding captions, and adjusting audio.
* Assist in organizing and managing video files.
* Develop training guides and documentation for video-related processes.
* Provide general support for video-related accessibility initiatives.
* Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* **Experience using cameras and basic video production equipment.**
* Familiarity with video captioning and transcription tools.
* General knowledge of accessibility standards related to video content.
* Proficiency in Microsoft Office Suite (Word, PowerPoint).
* Strong organizational skills and attention to detail.
* Ability to work well independently and with others.

**PREFERRED QUALIFICATIONS:**

* Experience using Adobe Premiere Pro or similar video editing software.
* Knowledge of best practices for accessible video content.
* Strong written communication skills for developing training guides.

**ELIGIBILITY REQUIREMENTS:**

* Students must have completed the financial aid application process, including filing a Free Application for Federal Student Aid (FAFSA).
* Students must be either U.S. citizens, permanent resident aliens, or other eligible classifications of non-citizen.
* Students must have financial need as determined by a uniform need analysis evaluation performed by Chatt Tech according to federal guidelines based on FAFSA.
* Students must be enrolled for the semester they are working as a work-study employee.
* Students must be in good academic standing at the college and maintain satisfactory academic progress according to federal guidelines.
* Students must pass a mandatory background check.

**SALARY/BENEFITS:** $12.00 per hour. Students may not work more than 19 hours per week. No Benefits.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Me@Chatt Tech”, then under “Faculty & Staff” select “Jobs and Careers at Chatt Tech”, then “Visit JobCenter” and complete an online application for Federal Work Study.

Please be aware that all Chattahoochee Technical College employees will be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**RESPONSE DEADLINE:** Until filled

**Expected EMPLOYMENT START DATE:** Until filled

**EMPLOYMENT POLICY:**Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Cshereida.austin%40chattahoocheetech.edu%7C848e414b7f88429d188908d8ef129b16%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522210499865097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CrCny4cJJZoaBnMxTtjjB1mhjLL7U33Hhl8g0cgwQr0%3D&reserved=0)). As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa Warrington, 980 S Cobb Drive, C 1102B, Marietta, GA 30060, 770-975-4023,   [Shanequa.Warrington@chattahoocheetech.edu](mailto:Shanequa.Warrington@chattahoocheetech.edu) and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu)

***A Unit of the Technical College System of Georgia.***