



# AAC Office of Financial Aid Federal Work Study Newsletter

Fall Semester Edition | FWS Job Opportunities

## What is Federal Work Study?

The purpose of this newsletter is to provide specialized information about the Federal Work Study Program.

The Federal Work-Study Program provides part-time jobs for students with financial need, allowing them to earn money to help pay for education expenses. The program encourages community service and work related to each student's course of study.



## Federal Work Study Positions:

### On-site FWS positions at AAC

*\*Must complete JotForm Application\**

1. Marketing (Jr. Social Media)– Need 2 FWS Students
2. Facilities Helper – Need FWS Students – See AAC Office of Financial for Job Description

*\* [Click Here to complete JotForm](#)*

### Off-Site FWS positions

1. Clifton Art Center – Program Associate
2. Indigo Hippo – Storefront Sale Associate
3. Elementz – Creative Futures Initiative Teaching Artist
4. Women Art Club of Cincinnati

*\*Please see the AAC Office of Financial Aid for application \* - Will need Resume*

## Why should Students consider the Federal Work Study Program?

- Add valuable work experience and improve your resume for future employment.
- “Test drive” potential career tracks
  - Gain helpful references for future employment.
  - Reduce your loan indebtedness.
- Develop your time-management skills!
  - Get connected to the college!
- Flexible work hours to work around your class schedule.
  - Make money!

Rate of pay: \$10.10 an hour.  
10-15 Hours a week

*\*Please see the AAC Office of Financial for Eligibility*

# JOB DESCRIPTIONS



## AAC - Jr. Social Media Position Opening for Students:

The Marketing and Professional Development team is looking for a Jr. Social Media Manager to manage the Student Instagram News Page (@aacjsyk) and run the official Art Academy of Cincinnati Tik Tok. Position requires some photography experience, but it doesn't have to be your major or minor (be prepared to submit photography work on application.) Must have gaps in your schedule to work twice a week for 2-3 hours and occasional weekends. For any questions, please contact Dutana or Nytaya on teams.

[Click Here to complete JotForm](#)

## CCAC Program Associate Description

- Successful CCAC Program Associates are detail-oriented, organized, intrepid, enthusiastic, and upbeat. They are reliable, professional in their communications, and thrive in collaborative environments.
- The Program Associate will staff classes at CCAC, letting people in, directing them to classes, and ensuring that people feel welcome. The Program Associate will be responsible for the building and office during class times, will serve as the face for CCAC, and will uphold CCAC's reputation by keeping postings, literature and bulletin boards current. S/he will also share information, answer questions, and answer the phone while here.

- The Program Associate will also help with a range of administrative tasks, including assisting with mailings, maintenance of our online database, tabulating and analyzing survey responses, and a range of other duties as assigned.
- The Program Associate will assist CCAC with a range of special projects, including installing and staffing exhibits, assisting with events (including our Wednesdays in the Woods and Second Sunday Family Showtime series), and assisting with  

*\*See the FWS Coordinator for more details and application\**

### Elementz

DUTIES (Not intended to describe all duties)

- Professionally represent Elementz Hip Hop Cultural Art Center in teaching culturally specific art forms to students from ages 8-20.
- Teach a class in the artist's specified focus area at either Elementz Cincinnati or in a designated partner school or community center.
- Conduct surveys and evaluations to assess student engagement, course effectiveness and overall impact.
- Help introduce children and teens to venues where they can see and learn about art, particularly created by artists like themselves.
  - Coordinate art curriculum with the Elementz Cincinnati "Creative Futures" program.

*\*See the FWS Coordinator for more details and application\**

### Women Art Club (BARN)

#### Position 1 - ARTS PROGRAMMING

Role and Responsibilities

- Participate in development and implementation of arts programming.
- Assist with educational art activities including classroom and event-based interactions, engagements with teaching, classroom prep, supply ordering on or off sight.
- Assist with photography and video for social media, print publications and promotional events.
- Support the Executive Director and Community Engagement Manager.
- Assist registration, check rosters, coordinate students and community participants.
- Assist in gallery installation and deinstallation, opening receptions.
- Assist in representation at The Barn and some community functions for the center.
- Other duties as assigned.

Knowledge/Skills/Abilities

- Excellent organizational and time management skills.

- Comfortable navigating a classroom setting and working with children, teens and adults.
- Capable of taking photos, video and editing.
- Knowledgeable of art supplies.
- Willing to help with exhibitions and other types of events
- Comfortable with in person interactions with community members.
- Ideal candidate is outgoing, detail-oriented, and poised to negotiate multiple priorities.
- Maturity and professional demeanor with an independent work style are assumed.
- Interest in Arts Programming and Teaching etc. is a plus.

## Position 2 - ARTS ADMINISTRATION

### Role and Responsibilities

- Participate in development and implementation of general clerical office tasks.
- Assist with specific communication efforts including social media inquiries, general email inquiries, mailings, printed distribution, publications and promotional events.
- Support the Executive Director and Executive Administrative Assistant
- Assist registration and with contact lists to cultivate specific target audiences.
- Assist in representation at The Barn and some community functions for the center.
- Other duties as assigned.

### Knowledge/Skills/Abilities

- Excellent organizational and time management skills.
- Comfortable navigating Microsoft Office applications and/or Google docs and Drives.
- Comfortable with social media including Facebook, Twitter, Instagram and Pinterest.
- Effective oral and written communication, Online research skills.
- Comfortable on phone and in person interactions with community members.
- Ideal candidate is outgoing, detail-oriented, and poised to negotiate multiple priorities.
- Maturity and professional demeanor with an independent work style are assumed.
- Interest in Arts Administration and Leadership etc. is a plus.

## Position 3 - MARKETING AND COMMUNICATION

### Role and Responsibilities

- Participate in development and implementation of marketing plans with Marketing Committee.
- Assist with specific communication efforts including social media, electronic, printed distribution, publications and promotional events.
- Support the Executive Director and
- Assist marketing research and contact lists to cultivate specific target audiences.
- Assist in representation at community functions for the center.
- Other duties as assigned.

### Knowledge/Skills/Abilities

- Excellent organizational and time management skills.
- Comfortable navigating Microsoft Office applications or Google docs.
- Comfortable with social media including Facebook, Twitter, Instagram and Pinterest.
- Effective oral and written communication, Online research skills.
- Strong interpersonal skills.
- Ideal candidate is outgoing, detail-oriented, and poised to negotiate multiple priorities.
- Maturity and professional demeanor with an independent work style are assumed.
- Interest in Marketing and Communications, Entrepreneurship, etc. is a plus.

**\*See the FWS Coordinator for application\***

