



Student Financial Services  
Building 19, Rm. 286  
One Armory Square  
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(413)755-4214  
Email: [sfs@stcc.edu](mailto:sfs@stcc.edu)

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## Federal Work Study Job Description Form

**Job Title:** Digital Media Work Study

**Desired No. of Hires:** 2

**Department or Organization:** Digital Media Production

**Address (Off campus only):**

**Supervisor:** John Wakelin

**Office:** 2/718

**Phone:** 413-755-4194

**Email:** [jwakelin@stcc.edu](mailto:jwakelin@stcc.edu)

**Designee:** Joshua Girouard

**Office:** 2/719

**Phone:** 413-755-4205

**Email:** [jgirouard@stcc.edu](mailto:jgirouard@stcc.edu)

**General Job Description:** The Digital Media Production Work Study is responsible for providing essential support to the digital media production department in the acquisition editing of video content and distribution. This role will involve collaboration with various departments, including marketing and the events coordinator, and performing basic clerical tasks as required.

**Detailed List of Duties:** Video Acquisition and Editing Assistance: Collaborate with the digital media production team to assist in capturing and acquiring video content in classrooms and various projects; Assist in setting up and operating video recording equipment and related accessories; Organize and maintain video files, ensuring they are easily accessible for editing and archiving; Perform basic video editing tasks under the guidance of the production team, such as cutting, trimming, and adding basic effects.

Interdepartmental Collaboration: Coordinate closely with the marketing department to align video content with marketing strategies and objectives they seek; Collaborate with the events coordinator to plan and capture video content related to events and promotions; Act as a liaison between the digital media production department and other teams to ensure effective communication and project coordination

Clerical Duties: Take detailed notes during meetings, brainstorming sessions, and planning discussions; Assist in the distribution of information, including sharing updates, schedules, and project briefs among team members; Help maintain an organized filing system for digital media production documentation.

**Opportunities for Advancement:** Opportunities for advancement in the role can lead to positions would be an such as Video Editor, Content Producer, Production Coordinator, or other roles within the broader field of media production. Gaining a diverse skill set and demonstrating a commitment to professional growth will be instrumental in pursuing these opportunities. As essential opportunity to add some additional credentials to their resume.

**Responsibility Involved:** While some projects may involve sensitive information, the level of



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confidentiality required is generally moderate. The person may need to handle proprietary content and adhere to the STCC Marketing Release forms when recording individuals on campus.essential opportunity to add some additional credentials to their resume.

**Skills and/or previous experience desired:** Enrolled in a relevant academic program preferred. CDMT.AS, MTL.D.AS, TRPD.AS; Basic knowledge of video recording equipment and editing software such as DaVinci Resolve, Final Cut Pro or Adobe Premiere is a plus; Strong organizational skills with attention to detail; Excellent communication skills for effective collaboration with team members from various departments; Proficiency in note-taking and documentation.

**Amount of supervision required:**  Regular  Occasional  Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):**

Monday - Thursday - 9AM-3PM. Occasional Fridays 11AM-2PM

**How to Apply:** Contact supervisor/designee listed above.