



Greater Albany Public Schools

Student Tech Assistant (Media/Communications Support)

Salary Level: See current CBA
Reports to: Director of Communications
Work Calendar: Temporary Work

Classification: Classified
Location: Varies
Shift: Varies

Position Overview: Assisting the GAPS Communications Department with media projects throughout the year. Responsibilities include attending events to capture photos and video footage, as well as creating media content (such as videos, graphics, or promotional materials) to support district communication and celebrations. Work hours will vary based on project needs and event schedules.

Responsibilities:

- Attend school and district events as assigned to capture photos and video footage.
- Organize, edit, and submit media content in a timely manner.
- Create short videos, graphics, or promotional materials for district use.
- Assist with basic editing and file organization for communications projects.
- Maintain a professional and respectful presence when representing GAPS at events.
- Communicate clearly with the Communications Department about project needs and deadlines.

Minimum Requirements:

- Reliable Transportation.
- Ability to frequently lift and / or move up to 50 pounds.
- Ability to work as part of a team and independently with instruction.
- 16 years or older.
- Need to be a current GAPS High School Student.

Desired Qualifications:

- Interest in media, communications, and graphic design.
- Reliable and punctual.

Job Safety:

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or your safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

Workplace Expectations: The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

CANDIDATE STATEMENT: "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

Candidate Signature

Date