OFFICE/DEPARTMENT: Marketing  
CONTACT PERSON: Cara Dahlor  
EMAIL: dahlorc@william.jewell.edu

JOB TITLE: Social Media Assistant

JOB DESCRIPTION: Student will assist with ideating and creating social media and marketing content, including shooting photos and/or short videos, and attending and covering campus events. Student should be competent in using most major platforms such as Facebook, Instagram, Twitter and Snapchat. Student will also help with digital marketing functions, such as maintaining photo and video archives and supporting the marketing team.

REQUIREMENTS: Interpersonal skills, effective communication, computer skills, photography, time management, basic knowledge of social media, video/audio/sound technical skills, ability to work some evenings (for campus events). Student should have an interest in campus activities and organizations and be enthusiastic.

HOURS PER WEEK: Up to 8

WEEKLY SCHEDULE: Will vary based on campus events and shoot schedules

SEMESTER(S) OF EMPLOYMENT: Fall and Spring semesters

WAGE RATE: $8.60 / first-year or sophomore, $8.85 / junior or senior

NOTE: STUDENTS MAY NOT WORK DURING REGULAR SCHEDULED CLASS TIME. IF CLASS IS CANCELLED OR DISMISSED EARLY, THE STUDENT MUST PROVIDE DOCUMENTATION FROM THE FACULTY MEMBER BEFORE BEGINNING WORK.