Communications and Social Media Student Assistant

Department: Library Administration, Library South, 7th floor

Description: The Communications and Social Media Assistant will support the Georgia State University Library communications department by writing, editing and publishing content to enhance and promote our web and social media presence, and assist in representing the library at student outreach events. This individual must be solution driven and detail-oriented to keep up with the needs of the department. They will also work in conjunction with the Communications Graduate Assistant with facilitating cross-department and cross-campus communications to ensure a cohesive voice coming from the University Library through our online presence.

Qualifications:

• Currently enrolled (at least six credit hours) third or fourth-year undergrad with a major in communications, design, marketing, or similar
• Effective communication skills, with strong writing abilities
• Motivated self-starter who brings new ideas to the table
• Efficient team member and committed to producing timely and quality work
• Able to work well independently and on a team
• Able to multitask and prioritize projects
• Fast learner and ability to adapt to new situations
• Minimum 2.0 cumulative GPA required at the time of hire and throughout duration of employment
• Adobe Creative Cloud (preferred), WordPress (preferred)

Hours: 15-20 hours per week between 9:00am – 5:00pm (based on class schedule)

Salary Level: $12 per hour

To Apply: To apply, submit your resume and examples of work (writing, design, etc.) that best show your abilities and interest in the position to: liblao@gsu.edu

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