

Emory University Libraries

Request for New Student Assistant



Student Job Details			
Team and/or Unit:	Lib: Student Digital Life		
Position Title:	Social Media/Outreach Assistant		
Classification Level: 5	Hourly Rate: 11.50	Available openings: 1	
Hours per week: 5-12			
Specific time periods required: Flexible			
Work Schedule: Flexible			
<u>Responsibilities/Duties:</u>			
<ul style="list-style-type: none">- design and execute social media postings for events and opportunities with Student Digital Life- create content for Instagram stories- participate in outreach events as needed.- create other audio-visual promotional content (videos, flier, etc.) as needed. Can be instruction- Create library of photographs and materials for future promotion events			
<u>Requirements:</u>			
<ul style="list-style-type: none">- Professional social media experience- Experience with photography, and basic photo-video editing skills.- Experience creating fliers and promotional graphics- Solid communication interpersonal skills to work with the various services of SDL- ability to work independently.- Able to work 5+ hours per week on campus			
Interviewer Name:	Benjamin Kasavan		
Contact Email:	LIB-studentjobs@emory.edu		
Form Submitted by:		Date: 9/7/22	