# Emory University Libraries
Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Lib: Student Digital Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Social Media/Outreach Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>5</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>11.50</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>5-12</td>
</tr>
<tr>
<td>Specific time periods required:</td>
<td>Flexible</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>Flexible</td>
</tr>
</tbody>
</table>

## Responsibilities/Duties:
- 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

## Requirements:
- 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