Emory University Libraries
Request for New Student Assistant

Complete this form, save and send as an attachment to EUL HR via email (lib-studentjobs@emory.edu). Use ‘New Student Assistant’ in subject line.

**Student Job Details**

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Marketing and Communications / Campus and Community Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Communications student assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>Student Specialist</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>8-10</td>
</tr>
<tr>
<td>Specific time periods required:</td>
<td>Monday-Thursday (daytime).</td>
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<tr>
<td>Work Schedule:</td>
<td>Shifts of 2 or 3 hours.</td>
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**Responsibilities/Duties:**

1. Post on socials – write posts, create graphics using Canva, etc. for our platforms including Instagram, X/Twitter, and Facebook
2. Create videos for social media – Instagram reels, etc. – to promote our events, exhibits, our study breaks (button making etc) ahead of time, and videos during to capture the fun and post to socials
3. Get our events into student newsletters
4. Photograph people, materials, and spaces around the library if needed
5. Post calendar events and information on Woodruff Library and Emory University sites including the Hub as well as other area calendars (AJC, Creative Loafing etc.).
6. Web page updates as needed (Keywords archive, homepage sliders and heroes)
7. Other duties as needed/assigned by the communications staff.

**Requirements:**

- Junior or senior level student
- Strong writing skills and social posting intuition
- Interest and some experience in marketing events
- Videography/photography skills
- Proficiency with social media (Instagram, Facebook, X/Twitter), on behalf of a business/organization
- Good organizational skills and strong research, critical thinking and communication abilities
- Self-motivation, dependability, maturity and ability to focus
- Accuracy and attention to detail (preferred over speed)
- Willingness to double-check own work before posting
- Ability to work independently and responsibly
- Knowledge of Photoshop, Canva, and/or other photo/design software/apps

**Important:** Please include (attachments or links) to:

- Three of your best posts on behalf of an organization
- Examples of your photography and/or video skills (links to portfolio sites, social media, articles, etc.)
- A cover letter

**Interviewer Name:** Maureen McGavin
<table>
<thead>
<tr>
<th>Contact Email:</th>
<th><a href="mailto:LIB-studentjobs@emory.edu">LIB-studentjobs@emory.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Submitted by:</td>
<td>Colin Bragg</td>
</tr>
<tr>
<td>Date:</td>
<td>9/21/23</td>
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</tbody>
</table>