Social Media Assistant Job Description

Department of Residential Life

Job Responsibilities/Duties

The primary responsibility of the Social Media Assistant is to create, plan for, and manage the Departmental presence on social media platforms including, but not limited to Facebook, Twitter, Instagram, and Pinterest. Specific duties include:

- Add, edit, and monitor content on social media platforms
- Plan for scheduled postings based on key events throughout the year
- Develop a plan and guidelines for the use of social media in the department
- Monitor analytics and make recommendations for usage based on feedback

Minimum Qualifications:

- Available to work 8-15 hours per week during the school year.
- Experience managing social media pages.
- Proven ability to communicate with stakeholders and appropriately incorporate suggestions and feedback.

Preferred Qualifications:

- Previous experience with Adobe Creative Suite (Photoshop, InDesign, and Illustrator)
- Knowledge of multimedia production software and/or video editing system
- Understanding of marketing principles

Pay Rate: $8.00 an hour

Submit resume and letter outlining qualifications to reslife@mst.edu no later than Monday, September 22. For questions, contact pained@mst.edu.