

Howard Community College

Work-study Job Description

Job Number:	241
Job Title:	Outreach and Social Media Assistant
Department Name:	Wellness Center
Supervisor Name:	Tara Rupp
Supervisor Phone #:	443-518-4950
Supervisor Email:	trupp@howardcc.edu
Employer Address:	Wellness Center (CL 178), 10901 Little Patuxent Pkwy, Columbia, MD 21044
Location Student Will Work (If Different from Above):	In person

Job Description and Responsibilities <i>(include job purpose):</i>	<p>As a representative of the Wellness Center, the Outreach and Social Media Assistant is responsible for supporting the healthy lifestyle choices of students by providing health and wellness education, resources, and materials. Other responsibilities include:</p> <ul style="list-style-type: none"> • Updating and managing various social media platforms • Having an engaging presence on social media platforms • Researching and creating dynamic written, graphic, and video content • Designing marketing materials such as brochures, flyers, and handouts. <p>We are looking for an energetic, upbeat student with great communication skills, and that can work independently. If you're interested in developing a career in community education, then this could be the ideal position for you to gain a range of high quality experience, skills, and training.</p>
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Qualifications / Experience Required:	<p>Candidate must be pursuing a degree in Nursing or a Health Science related program.</p> <p>Other Qualifications include:</p> <ul style="list-style-type: none"> • Knowledge of Microsoft Office (Excel, Word, PowerPoint, and Publisher), webbrowsers, and Canva • Excellent writing and verbal communication skills • Detailed oriented and the ability to multitask • Organizational skills • Exercising tact and discretion in handling confidential matters • Ability to work as part of team (or work independently) • Willingness to learn new tasks • Integrity, punctuality and dependability <p>Preferences: At least 1 year of experience within an office environment or other similar setting.</p>
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Grade Level	2
Hourly Wage	\$13.00 (Year 1) \$13.25 (Year 2)