

# Howard Community College

## Workstudy Job Description

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<b>Job Number:</b>	285
<b>Job Title:</b>	Social Media Assistant
<b>Department Name:</b>	Student Life
<b>Supervisor Name:</b>	Clinton Neill
<b>Supervisor Phone #:</b>	443-518-1420
<b>Supervisor Email:</b>	cneill@howardcc.edu
<b>Employer Address:</b>	SA 200, 10901 Little Patuxent Pkwy, Columbia, MD 21044
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	May need to work remotely due to the COVID-19 reopening guidelines.

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	Assists with the promotion and publicity of all Student Life programs, events and services to faculty, staff, and students via social media. Assists with updating all the Student Life social media sites, including Facebook, Instagram, and Twitter, according to the College's social media policy. Attends department events to obtain content for our social media accounts. Works with student life staff members, including SGA, Student Program Board, HCC Times, the Game Room, the Food Pantry, and the Wellness Center, to keep all Student Life Social Media accounts current. The purpose of the position is to help manage the student life social media accounts to ensure that HCC students have multiple venues to find out about events and activities on our campus. This position will also provide office assistant backup by providing coverage to our front desk reception area and at our events.
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<b>Qualifications / Experience Required:</b>	Knowledgeable about the college requirements for social media and follows the standards accordingly. Other duties and responsibilities as assigned. Knowledge of various Social Media platforms (Facebook, Instagram, Twitter, etc.), demonstrated computer knowledge, works well with others by respecting all members of the Student Life team, have a strong desire to develop leadership skills and to have ideas developed into comprehensive programs, demonstrate outstanding follow-through and attention to details are required.
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<b>Grade Level</b>	2
<b>Hourly Wage</b>	\$13.00 (Year 1) \$13.25 (Year 2)