

Howard Community College Work-Study Job Description

Job Number:	Internship
Job Title:	Social Media and Promotions Assistant
Department Name:	Student Life
Supervisor Name:	Clinton Neill
Supervisor Phone #:	4766
Supervisor Email:	cneill@howardcc.edu
Employer Address:	SA 200
Location Student Will Work <i>(If Different from Above):</i>	SA 200

Job Description and Responsibilities <i>(include job purpose):</i>	<p>Assists with the promotion and publicity of all Student Life programs, events and services to faculty, staff and students via social media and traditional means. Assists with updating all Student Life social media accounts, including Facebook, Instagram, and Twitter, according to the College's social media policy. Attends department events to obtain content for our social media accounts. Creates flyers, posters, display boards, and other promotions materials for Student Life. Updates online event calendar and edits weekly newsletter. Researches and implements new promotional activities. Provides backup assistance to our front desk reception area and at our events.</p> <p>The purpose of this position is to provide high quality graphic design, marketing, promotional, and social media assistance for the Office of Student Life.</p>
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Qualifications / Experience Required:	<p>Self-starter with excellent attention to detail, creative thinker with experience designing flyers and promotional materials, graphic design skills and knowledge of graphic design programs (including Canva, Adobe Photoshop, Adobe Illustrator, and other design software), strong organizational and follow-up skills, excellent customer service skills, good oral and written communication skills, punctuality and dependability, and ability to use Microsoft applications (including Publisher, Excel, Word, and PowerPoint) and Google Apps. Knowledge of various Social Media platforms (Facebook, Instagram, Twitter, etc.). The following majors will be considered: Business Administration, Communication, English, Gaming and Simulation Design, General Studies, Humanities, Visual Arts, and Web Development.</p>
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Internship Pay Rate	\$13.50
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