**LIBRARY & IT**
Request for New Student Assistant

**Student Job Details**

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Communications/marketing team (Campus &amp; Community Relations)</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Communications student assistant</td>
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<tr>
<td>Classification Level:</td>
<td>LITS SA 4</td>
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<tr>
<td>Hourly Rate:</td>
<td>$9.00</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
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<td>Hours per week:</td>
<td>8-10</td>
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**Specific time periods required:** Fall 2019 and Spring 2020 semesters

**Work Schedule:** Monday-Thursday (daytime). Shifts of 2-3 hours per day worked for a total of 8-10 hours per week.

**Responsibilities/Duties:**
1. Assist with news gathering/news writing; interview sources and write some of the press releases and announcements for the library website bit.ly/emlibs-news.
2. Post news, events and announcements to library’s social media pages, following directives of supervisor.
3. Post calendar events and information on Woodruff Library/Emory University websites and other area calendars (AJC, Creative Loafing etc.).
4. Print and hang flyers around campus to promote library events.
5. Maintain media coverage page on website using consistent style.
6. Photograph people, materials, and spaces around the library if needed.
7. Other duties as needed/assigned by the communications staff.

**Requirements:**
- Junior or senior level Emory student
- Strong writing skills required (prefer student with journalism interest or writing/English major/minor)
- 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)
- Ability to work independently and responsibly
- Proficiency with social media (Facebook, Twitter, Instagram), on behalf of a business/organization preferred.
- Knowledge of Photoshop; photography skills

**Important:** Please email 4 items: two of your best writing samples (articles, blogs, class papers etc.) along with completed application and cover letter to Maureen McGavin at maureen.mcgavin@emory.edu, with “communications student assistant 2019” in the subject line. No phone calls, please.

**Interviewer Name:** Maureen McGavin

**Contact Number and/or Email:** LITS-studentjobs@emory.edu

**Form Submitted by:** Maureen McGavin  
**Date:** 8/19/2019