# Request for New Student Assistant

**Team and/or Unit:** Communications/marketing team, Campus & Community Relations  
**Position Title:** Communications student assistant  
**Classification Level:** 4  
**Hourly Rate:** 9.50  
**Available openings:** 1  
**Hours per week:** 8-10  
**Specific time periods required, if any:** Monday-Thursday (daytime)  
**Work Schedule:** TBD

## Responsibilities/Duties:

2. Post news, events, and announcements to library’s Facebook, Twitter and Instagram pages, following directives of supervisor.
3. Post calendar events and information on Woodruff Library and Emory University websites as well as other area calendars (AJC, Creative Loafing etc.).
4. Hang flyers around campus to market 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:

- Strong writing skills required (prefer student with journalism, writing or 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
- Knowledge of Photoshop desired
- Photography skills

**Important:** Please send two of your best writing samples (articles, blogs, class papers etc) along with completed application and cover letter to maureen.mcgavin@emory.edu. No phone calls, please.

**Interviewer Name:** Maureen McGavin

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

**Form Submitted by:** Maureen McGavin  
**Date:** 9/12/17