

# LIBRARY & IT

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Communications/marketing team, Campus & Community Relations	
Position Title:	Communications student assistant	
Classification Level: <b>4</b>	Hourly Rate: 9.50	Available openings: 1
Hours per week: <b>8-10</b>		
Specific time periods required, if any: <b>Monday-Thursday (daytime)</b>		
Work Schedule: <b>TBD</b>		
Responsibilities/Duties:		
<ol style="list-style-type: none"><li>1. Assist with news gathering/news writing; interview sources and write some of the press releases and announcements for the library website <a href="http://bit.ly/emlibs-news">bit.ly/emlibs-news</a>.</li><li>2. Post news, events, and announcements to library's Facebook, Twitter and Instagram pages, following directives of supervisor.</li><li>3. Post calendar events and information on Woodruff Library and Emory University websites as well as other area calendars (AJC, Creative Loafing etc.).</li><li>4. Hang flyers around campus to market library events.</li><li>5. Maintain media coverage page on website using consistent style.</li><li>6. Photograph people, materials, and spaces around the library if needed.</li><li>7. Other duties as needed/assigned by the communications staff.</li></ol>		
Requirements:		
<ul style="list-style-type: none"><li>• Strong writing skills required (prefer student with journalism, writing or English major/minor)</li><li>• Good organizational skills and strong research, critical thinking and communication abilities</li><li>• Self-motivation, dependability, maturity and ability to focus</li><li>• Accuracy and attention to detail (preferred over speed)</li><li>• Ability to work independently and responsibly</li><li>• Proficiency with social media</li><li>• Knowledge of Photoshop desired</li><li>• Photography skills</li></ul>		
<b>Important:</b> Please send <b>two of your best writing samples</b> (articles, blogs, class papers etc) along with completed <a href="#">application</a> and <b>cover letter</b> to <a href="mailto:maureen.mcgavin@emory.edu">maureen.mcgavin@emory.edu</a> . No phone calls, please.		
Interviewer Name:	<b>Maureen McGavin</b>	
Contact Number and/or Email:	<b>LITS-studentjobs@emory.edu</b>	
Form Submitted by: Maureen McGavin		
Date: 9/12/17		