

# Emory University Libraries

## Request for New Student Assistant



Complete this form, save and send as an attachment to EUL HR via email ([lib-studentjobs@emory.edu](mailto:lib-studentjobs@emory.edu)). Use 'New Student Assistant' in subject line.

Student Job Details		
Team and/or Unit:	Marketing and Communications / Campus and Community Relations	
Position Title:	Communications student assistant	
Classification Level: Student Specialist	Hourly Rate: \$16	Available openings: 1
Hours per week: 8-10		
Specific time periods required: Monday-Thursday (daytime).		
Work Schedule: Shifts of 2 or 3 hours.		
<b><u>Responsibilities/Duties:</u></b>		
<ol style="list-style-type: none"><li>1. Post on socials – write posts, create graphics using Canva, etc. for our platforms including Instagram, X/Twitter, and Facebook</li><li>2. Create videos for social media – Instagram reels, etc – to promote our events, exhibits, our study breaks (button making etc) ahead of time, and videos during to capture the fun and post to socials</li><li>3. Get our events into student newsletters</li><li>4. Photograph people, materials, and spaces around the library if needed</li><li>5. Post calendar events and information on Woodruff Library and Emory University sites including the Hub as well as other area calendars (AJC, Creative Loafing etc.).</li><li>6. Web page updates as needed (Keywords archive, homepage sliders and heroes)</li><li>7. Other duties as needed/assigned by the communications staff.</li></ol>		
<b><u>Requirements:</u></b>		
<ul style="list-style-type: none"><li>• Junior or senior level student</li><li>• Strong writing skills and social posting intuition</li><li>• Interest and some experience in marketing events</li><li>• Videography/photography skills</li><li>• Proficiency with social media (Instagram, Facebook, X/Twitter), on behalf of a business/organization</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>• Willingness to double-check own work before posting</li><li>• Ability to work independently and responsibly</li><li>• Knowledge of Photoshop, Canva, and/or other photo/design software/apps</li></ul>		
Important: Please include (attachments or links) to:		
<ul style="list-style-type: none"><li>• Three of your best posts on behalf of an organization</li><li>• Examples of your photography and/or video skills (links to portfolio sites, social media, articles, etc.)</li><li>• A cover letter</li></ul>		
Interviewer Name:	Maureen McGavin	

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Contact Email:	<b>LIB-studentjobs@emory.edu</b>	
Form Submitted by: Colin Bragg		Date: 9/21/23