

Social Media Assistant | 2018-2019 Academic Year

Are you constantly checking your Snapchat and Insta? Do you like to feel connected to campus and think that social media connects students? Are you self-driven and proactive about finding opportunities? You just might be one of our next **Social Media Assistants**, if:

You:

- Bring a positive attitude to your work, interactions, and communication
- Feel a sense of pride and responsibility with your role and job responsibilities
- Love social media and how it connects us
- Have excellent written communication skills
- Thrive on creativity and thinking out of the box
- Love Tufts events and want to help more people get connected on campus

What You'll Do:

- Create content for the Office for Campus Life on all relevant social media platforms
- Schedule content to maintain activity on all pages
- Answer a high volume of questions about events, Tufts Tickets, campus locations, and departments sent to OCL platforms
- Report on social media platforms analytics and implement changes to increase traffic and engagement regularly
- Communicate with professional staff regularly about issues/concerns, new ideas, and platform performance
- Attend all necessary trainings, meetings, and Professional Development Lunches

While You're Also:

- Supporting the Office for Campus Life mission and values as an ambassador of the office
- Excited to work on a close team at flexible hours (remotely or in office) and regularly attend student organization events to highlight

The Application Process:

- Apply between **February 14, 2018 and March 8, 2018 at 5pm** via an online application available at ocl.tufts.edu or by emailing OCL@tufts.edu
- If invited, interviews will take place between March 26, 2018 and April 5, 2018

Compensation:

- \$11.50/hour – paid as a stipend based on work production and schedule
- Professional development lunches once a month, scheduled in advance