



Digital Media Assistant Student Worker *Facilities Management*

Fall 2023 & Spring 2024

Duties/Responsibilities:

- **Create, manage and maintain college appropriate content for social media sites including (but not limited to) Facebook, Twitter, Instagram, Tiktok and Snapchat.**
- **Assist with the design and development of the Facilities Department website**
- **Assist with generating photos, video and copy for social media.**
- **Assist with development of digital campaigns to inform Occidental community on capital projects happening across campus.**
- **Work alongside the Director of Facilities on creating and managing social media content.**

Qualifications:

- **Photo editing, video editing, website development and/or social media experience a plus.**
- **Creativity and enthusiasm for engaging Occidental Community**
- **Must be able to work effectively and independently to meet deadlines**
- **Professional writing, verbal and editing skills.**
- **Must have experience with Microsoft Office, email and Internet research.**
- **Basic knowledge of public relations and marketing strategies.**

Start date: After 8/21/23

End date: May 13, 2023

Work Schedule: Flexible between 7:30am- 4:30pm, M-F

Hours Per Week: 10 hrs

Starting pay rate: \$16.78 per hour

Work Award: Yes

To apply, please submit student employment [application](#) to caldwelld@oxy.edu

