



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 August 21, 2024

End date: May 10, 2025

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

Hours Per Week: 10 hrs

Starting pay rate: \$17.28 per hour

Work Award: Yes

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

