



Student Assistant

American Studies

Fall 2023-Spring 2024

Duties/Responsibilities:

The American Studies Department seeks a student assistant to maintain the department's social media presence. This work will include creating and posting of content and outreach for community building. The student will also create information flyers/infographics for the department to announce courses, activities and events. Other administrative tasks to support AMST Faculty may be required.

Qualifications:

- Availability to work 2-4 hours per week.
- Effective communication skills.
- Familiarity with creating and maintaining social media platforms such as Instagram, Twitter and Facebook.
- Ability to use content creation platforms such as Canva for infographics and flyers.
- Familiarity with Google applications (slides, spreadsheets, etc.).
- Preference given to students who are current American Studies major or minor (or planning to declare).

Start date: 08/20/2023

End date: 05/11/2024

Work Schedule: TBA

Hours Per Week: 2-4

Starting pay rate: \$16.90/hr

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