American Studies Department
Student Assistant

Academic Affairs

Spring 2021

Position Description

The American Studies department seeks a student assistant to create and manage the department’s social media presence. This work will include setting up an Instagram account (and possibly other platforms), the creating and posting of content, and outreach for community building. The student assistant will also create informational flyers/infographics for the department to announce courses, activities, and events. Other administrative tasks to support AMST faculty may be required.

Position Requirements and Responsibilities

- Availability to work 3-4 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 majors or minors (or planning to declare)

Students with Work Study awards are encouraged to apply

Start date: ASAP
End date: 05/07/2021 (with the possibility of renewal for AY 2021-2022)

Hours Per Week: 3-4 hours weekly (depending on work/tasks available)
Work Location: Remote
Starting pay rate: $15/hr. (per Los Angeles County minimum wage)
To apply, please submit a student employment application by February 19.

Applications should be directed to Kathy Izumi at kizumi@oxy.edu