



Student Assistant

American Studies

Fall 2022

Duties/Responsibilities:

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), creating and posting 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.

Qualifications:

- 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 is 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: 8/21/2022

End date: 8/15/2023

Work Schedule: Weekly

Hours Per Week: 3-4 hours/week

Starting pay rate: \$16.04

To apply, please submit to student employment [application](#) to dramirez5@oxy.edu