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