

JOB DESCRIPTION

1. JOB TITLE: Student Outreach/Social Media Manager and Instructional Services Assistant

2. SUPERVISOR: Tami Hutson

3. DUTIES: Coordinating with social media team to create content for all library social media channels, specifically managing the Instagram account. Assisting with library outreach events. Photocopying and preparing materials for the instructional services program. Special projects and miscellaneous duties as assigned.

4. JOB SKILLS: Must pay attention to detail and possess good organizational skills. Must be willing to present a professional approach to creating and posting appropriate social media content, reflective of the library and college's mission as well as current trends. Must be able to stand for periods of time while photocopying, collating, stapling, etc. Basic filing and computer skills (i.e. use of a keyboard and mouse; familiarity of PC/Windows environment). Must be able to lift books and push a book truck.

5. NUMBER OF HOURS: 6 - 8 hours per week

6. NUMBER OF STUDENTS: 1 student

7. WORKING HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m. (some duties may require working outside of stated office hours)