Graduate Student Job Posting: Social Media/Website Coordinator

Position Title  Social media/Website coordinator  Start Date  Spring 2019

Dept/School  University Writing Center

Type of Position:  ______ Stipend Only  ____x__ Hourly Only  ______ Hourly plus Tuition

Job Requirements
Better leverage the Writing Center's website and relevant social media outlets (including Twitter and Facebook) to communicate to students, faculty, and other stakeholders about the Writing Center as well as to provide instructional resources to support writers at Duquesne, particularly students taking online classes.

Tasks associated with this responsibility may include (but are not limited to)
1) Make timely updates to and expand the Center's website
2) Increase the Center’s presence on Facebook (/DUWritingCenter), including posting relevant announcements and links to pertinent resources
3) Post updates to the Center’s Twitter account (@DU_WriteCenter) to attract and communicate with students and teachers
4) Create and post to relevant venues (e.g., YouTube, the Center’s website) videos to advertise and explain the Center’s services and to offer writing instruction and tips
5) Expand the Center’s web presence to other relevant online venues.

Knowledge of and experience using at least some of the aforementioned social media applications are required. An interest in writing and/or writing instruction is desirable. The social media/website coordinator is welcome to bring her or his own ideas and initiatives.

The position pays $15/hour and is funded for 5 hours/week. Work hours are flexible. Training will be provided in using the University’s web authoring/content management platform, Ingeniux, if necessary. Hourly staff members use the time management software Kronos to log in and out at the beginning and end of shifts, so work must be completed from the Writing Center on campus.

Contact Person  Dr. Jim Purdy  Contact Phone  412-396-1293

Contact Email  purdyj@duq.edu

Additional information, if any:
The position is to be filled immediately. All applicants are asked to submit a letter of interest and résumé/cv to Dr. Purdy via email at purdyj@duq.edu or via hard copy in 637 College Hall.