

Work Study Job

Job Title:	Social Media & Communications Assistant	Department:	PIO/Communications
Hourly Rate:	\$20.76 (5 hours/week)	Supervisor:	Samantha Abear

Job Description

Role and Responsibilities

- Capture and edit photos and videos for social media platforms, including Facebook and Instagram, on a weekly basis.
- Generate a surplus of edited photos, videos/reels, and content for social media use.
- Plan and create mockups for content to be posted on social media feeds.
- Collaborate with supervisors to devise a content strategy aimed at fostering organic growth across social media channels.
- Thoroughly proofread content and seek approval from supervisors before publication.
- Support various office tasks, such as organizing archival photos, records, and historical PIO (Public Information Office) pieces.
- Assist in maintaining and tidying up flyer postings on campus bulletin boards on a weekly basis.
- Distribute informational materials and ensure brochure racks are consistently stocked.
- Draft blogs for the college's website and have approved by supervisors
- Review college's webpages and identify broken links and content for updating

Educational Benefits

Are you passionate about pursuing a career in marketing, social media management, or communications? This role presents an outstanding opportunity to refine your creative skills and gain hands-on experience in the fields of marketing and communications. You will have the chance to engage in tasks such as creating mock social media feeds, devising content strategies, gaining insights into the organic growth of social media channels, and much more.

Preferred Skills

- Experience or interest in content creation and editing
- Interest in a career such as marketing/content creation
- Experience in video editing on platforms such as tik tok/cap cut/or reels
- Writing skills
- Photography skills
- Good organizational/planning skills

Applications Accepted By:		
Email: Samantha.Abear@seattlecolleges.edu Subject Line: Social Media & Comms Assistant Role	Mail: South Seattle College (OLY 110B) 6000 16 th Ave SW Seattle, WA 98106	Phone: 206-934-6875