

# **KANSAS STATE**

---

# **U N I V E R S I T Y**

Academic Achievement Center

## **Communications Coordinator Job Description**

<b>Job Title:</b>	<b>Social Media/Writer</b>
<b>Department:</b>	<b>Academic Achievement Center</b>
<b>Compensation:</b>	<b>\$9/hr</b>
<b>Status:</b>	<b>Part-time (up to 20-30 hours per week for on-campus jobs)</b>

### **Job Summary:**

**Join Student Success.** We identify, develop and guide innovative initiatives to improve the retention, persistence, progression and graduation of students. Student Success is looking for a Social Media/Writer to assist in sharing our mission with students, prospective students, alumni, and our global community through social media and writing. Students must be enrolled in a minimum of six credit hours at Kansas State University. While some in-office hours are required, remote work will be an option. Benefits include opportunities to develop additional skillsets based on interest.

### **This position is responsible for assisting the Strategic Communication Committee with the following:**

- Develop and maintain a social media calendar
- Create unique and sometimes live content from campus events and activities
- Collaborate with and educate faculty and students to effectively promote Student Success and its programs
- Create and implement strategic campaigns to grow social media audiences and increase enrollment and retention
- Write and edit news releases and stories for K-State Today
- Represent the Office of Student Success at programs and events
- Other duties as assigned

### **Preferred Experience**

- Excellent writing and editing skills utilizing AP Style, preferred experience with writing and editing press releases and blogs
- Professional experience managing a brand's social media including Facebook, Twitter, Instagram and YouTube
- Use of the Adobe Creative Suite, including Photoshop, InDesign, and Illustrator
- Strong organizational and project management skills
- Ability to work independently and closely with team members

### **To Apply:**

1. Please send a resume, three references with contact information, and at least three professional social media examples and two writing samples to [adulac@ksu.edu](mailto:adulac@ksu.edu) by April 29th.
2. Following interviews, selected candidates will be contacted via email. Position will start Fall 2022.