

KANSAS STATE

UNIVERSITY

Academic Achievement Center

Social Media and Writer Job Description

Job Title:	Social Media/Writer
Department:	Academic Achievement Center
Compensation:	\$8/hr
Status:	Part-time (up to 20-30 hours per week for on-campus jobs)

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. This position begins training in the fall of 2021 and will transition to 10 hours per week over the course of the 2021-22 school year. 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 by September 1st.
2. Interviews will take place September 7-9th. Selected candidates will be contacted via email.