

## **Student Public Relations Coordinator**

### **Job Description: Digital Content Creator**

The Staley School of Leadership is hiring a student to assist in sharing our mission with current and prospective students, alumni, and our global community. We provide students with academic knowledge and applied learning experiences that advance our mission of developing knowledgeable, ethical, caring, inclusive leaders for a diverse and changing world.

Students must be enrolled in a minimum of six credit hours at Kansas State University. Benefits include opportunities to develop additional skillsets based on interest and potential for annual salary increases. Starting hourly wage is \$12. This position will average 10 hours weekly. The student PR coordinators are supervised by the communications program administrator.

The student PR team serves the Staley School of Leadership, which includes the University Honors Program, Scholar Development and Undergraduate Research, as well as leadership studies and several leadership and service programs.

This position will:

- Identify opportunities and deliver creative storytelling through various digital platforms
- Enhance the Staley School brand presence through strategic social media videography
- Collaborate with faculty, staff, and students on creative projects
- Communicate regularly with the PR team via email, Asana, etc.
- Attend a regular PR team meeting
- Hold regular weekly in-office hours with flexibility for remote hours
- Represent the Staley School at events
- Assist with other PR team responsibilities as needed

### **Preferred Experience and Skills**

- Experience crafting dynamic and trend-driven video content
- Prior use of the Adobe Suite, Canva, iMovie, Instagram Reels, or other video editing software
- Strong organizational and project management skills
- Ability to work independently and closely with team members

### **Apply by Monday, April 8, 2024**

1. [Complete the online application](#). You will be asked to upload a resume at the end. Please include three references.
2. Please send at least three professional examples of relevant work (video, social media, design, etc.), and include context/description, to [kamullen@ksu.edu](mailto:kamullen@ksu.edu).
3. Interviews will take place in person and via Zoom, if needed. Candidates will be notified via email of their status.

Starting hourly wage is \$12. This position will average 10 hours weekly. For questions, email Kim Ralston, communications program administrator, at [kamullen@ksu.edu](mailto:kamullen@ksu.edu).