Position Title: Web & Social Media Assistant  
Position Department: Marketing  
FLSA Status: Non-Exempt  
Full/Part-Time: Part-Time  
Compensation: $15.00 per hour (16-20 hours per week)  
Reports to: Marketing and Communications Coordinator  
Anticipated Date of Hire: June 2019 (Interviews will be late April 2019)

Click [here](#) to apply!

Associated Students Summary  
Associated Students’ (A.S.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJSU students’ education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary  
Under the supervision of the Marketing & Communications Coordinator, the Web and Social Media Assistant oversees Associated Students’ social media channels and the website. This position focuses on sharing information to enhance and improve brand image, increase campus-wide awareness of programs, services, events and other marketing campaigns.

Essential Functions  
**Social Media Management**  
- Regularly post, monitor and evaluate content: captions, videos and graphic images.  
- Work with marketing, Board of Directors, and A.S. department representatives to create video content.  
- Provide timely responses to posts on various A.S. social media channels  
- Create and manage events, post videos and event albums on Facebook.  
- Track and report on social media metrics.  
- Attend A.S. and campus events to post live information on social media channels.  
- Promote online campaigns, surveys, application forms and other links.  
- Stay current on campus-wide communications, news, blogs, and social media pages and share relevant/timely information with A.S. audience.
Website Content Management
- Update content on home page and A.S. department pages: regularly post, monitor and evaluate content: announcements, events, web banners, navigation, graphic images, videos, documents.
- Work to keep consistent design and format on all department pages.
- Ensure that key messages are applied consistently throughout the website.

Strategic Planning and Teamwork
- Provide regular project status reports to supervisor.
- Attend regular department staff meetings and on-going staff development trainings.
- Communicate regularly in person and via email with other A.S. staff, clients, photographers, copywriters, and web developers.
- Stay updated about new social media platforms, current trends, techniques, and strategies in social media.
- Incorporate relevant strategies and/or suggest new platforms for reaching target audiences.

Knowledge, Skills and Abilities
To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily.
- Adept at learning OU Campus to edit website.
- Adept at using or learning Canva Pro to create social media graphics.
- At ease with social media applications.
- Ability to assimilate and disseminate complex information.
- Good organizational skills: ability to prioritize and complete assigned work duties and handle a variety of tasks.
- Proficient verbal and written communication skills.
- Capacity to work effectively in a University environment, including its programs and services, requirements and procedures, and the overall mission and goals of an educational institution.

Work Environment, Hours and Physical Demands
- This job operates in an office environment and routinely uses standard office equipment.
- Part-time work hours are Monday through Friday, between 8:00 AM and 5:00 PM.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or marketing products or supplies, up to 40 pounds.

Required or Preferred Education and Experience
- Must be a current SJSU Student.
- Concentration in Journalism, Communications, Public Relations or Marketing preferred.
- Proven experience using social media platforms, including but not limited to, Instagram, Facebook, Twitter, SnapChat and YouTube.
- Experience in Content Management Systems (CMS) a plus.
- Experience in Google/Gmail, Microsoft programs; including Word, Publisher, and Excel
- Requires excellent time management skills (deadline-driven).
- Requires excellent interpersonal skills.

Notes to Applicants
This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.
This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

**Equal Employment Statement**
Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

**Applications**
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

**Deadline**
The position will remain open until filled.

**Click here to apply!**