

Job Title:	Social Media Student Assistant
Department/Group:	Educational Opportunity Program (EOP) / San José State University (SJSU)
Compensation and Hours:	<p>HOURS Social Media Student Assistant will work 5-10 hours per week. Hours will be determined by department needs.</p> <p>PAY RATE \$17.00 per hour</p> <p>PROFESSIONAL DEVELOPMENT The Social Media student assistant will build and strengthen their skills and knowledge in the areas below:</p> <p>Students will:</p> <ol style="list-style-type: none"> 1. Gain experience in the rapidly growing industry of social media management 2. Develop a greater understanding of the programs, events, & resources held by the EOP Program 3. Gain a solid understanding of social media outlets and marketing strategies 4. Help create social media content
Application Information:	<p>TO APPLY:</p> <p>Please send an email Crystal Murguia via email: crystal.murguia@sjsu.edu with the following materials:</p> <ul style="list-style-type: none"> • In your email, please include your interest for the position, a brief summary of how you would use Instagram to reach out to EOP students • Your social media handle information • Attach your current resume in PDF format • Attach two (2) pieces of flier/graphic design work you've created or posted <p>If selected for an interview, you will be contacted for an interview.</p> <p>For any further questions please contact: Crystal Murguia @ crystal.murguia@sjsu.edu</p>
Job Description	
	<p><u>Program Overview</u> The Educational Opportunity Program (EOP) improves student academic support of first-generation, low-income and educationally disadvantaged students. The program provides admission, academic, and financial assistance to EOP-eligible undergraduate students considered California residents or AB540 students. EOP services also include the Guardian Scholars Program, which supports foster youth populations. Both EOP and GSP are part of the Student Success unit at SJSU.</p> <p><u>Contract Period</u> Student Assistants are hired for the academic year. However, they are evaluated at the end of Fall semester. If student assistants receive a satisfactory evaluation they will continue employment in the Spring semester.</p>

Minimum Qualifications

- Undergraduate students who are enrolled at least part time (6 units) at SJSU.
- Must have a cumulative grade point average of at least 2.75.
- Must have a good understanding of the mission and work of the Educational Opportunity Program and/or student services within higher education.
- Must be in good academic standing and judicial standing with San Jose State University.
- Superior written and verbal communication skills, including strong email writing skills.
- Ability to organize complex information with strict attention to detail.
- Ability to use databases and software systems including Google drive, Microsoft office, Canva etc.
- Ability to use social media platforms including but not limited to: Instagram, Facebook, Snapchat, and TikTok.
- Ability to work in a team environment and independently.
- Strong organizational and programming skills, with attention to details.
- Be open to working with diverse student populations and the ability to acquire knowledge of the specific needs of historically low-income and educationally disadvantaged students.

Student Assistant Training

In order to be considered for the Social Media Student Assistant position candidates must be available for all dates listed in their offer letter.

Student Assistant Member Responsibilities

In order to be considered for the Social Media Student Assistant position candidates must be able to perform the following duties and responsibilities:

- Attend EOP and GSP events for social media content and student engagement
- Drafting and formatting content for social media
- Update EOP and GSP profiles and pages for social media including but not limited to: Instagram, FB, Snapchat, TikTok
- Assist in developing and increasing EOP's social media presence
- Assisting with special projects including event-related photo shoots, publications, and marketing campaigns
- Demonstrate professionalism and work cooperatively with faculty, staff, and other students
- Be responsive to all work related communication in a timely manner
- Learn and perform assigned work and accept responsibility
- Be knowledgeable about the history and mission of EOP at SJSU
- Understand the EOP Mission and the needs of EOP students
- Other duties as assigned

Any exceptions to the minimum eligibility qualifications will be granted at the sole discretion of the University. San José State University is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the bases of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose.