

SAN JOSÉ STATE UNIVERSITY

**School of Social Work
One Washington Square - San José, CA 95192-0124
Job Announcement**

Job Title: Social Media and Communications Consultant
Full/Part Time: Part-Time Consulting
Regular/Temporary: Temporary - Consultant Contract
Department: School of Social Work
Report to: Director of the School of Social Work and Administrative Analyst

POSITION DESCRIPTION

To apply for this position please email the following materials to Dr. Peter Allen Lee at peter.a.lee@sjsu.edu with "Social Media and Communications Consultant" in the subject line:

- Cover letter describing your interest;
- Resume;
- Description and/or examples of social media or social media related projects in your experience. This can include a narrative, portfolio, media examples, and/or links.

Please submit these materials indicating your interest by January 29, 2021.
This position is open until filled.

RESPONSIBILITIES and DUTIES include but are not limited to the following:

This Social Media and Communications (SMC) Consultant is a consultant-contracted position with up to 20 hours of work per week funded through our Special Sessions programs budget. As such, there are no earned or accrued CSU-state system benefits, and salary payment schedule is atypical meaning pay will be through a monthly invoicing process.

Reporting to the Director of School and the Administrative Analyst, the SMC Consultant is responsible for assisting the School in designing, implementing, and maintaining main forms of social media, news, website, and communication for our School of Social Work. The SMC Consultant will work up to 20 hours a week in a combination of daytime and evening hours depending on independent work tasks and needs for availability during traditional business operation hours (i.e., meetings, coordination, and/or office work, etc.). In-person and remote work arrangements will be made according to SJSU and government safety and health regulations during COVID-19 pandemic and shelter-in-place, and then according to the School's needs.

Pay Rate: Contracted work as the SMC Consultant will range between \$17 and \$24 per hour depending on experience.

Tasks and Duties:

- Gather, manage, write, and disseminate information and stories via newsletters, blogs, updates, and activity/event advertisements using social media platforms.
- Research, build, and organize a School of Social Work alumni, key stakeholder, and community partner database for the purposes of communication and publicity

- Design, organize, and implement a job, career, training, and continuing education informational social media strategy
- Management and updates of School of Social Work website and related webpages
- The required work by the consultant would also include:
 - Coordinating with staff and faculty for teamwork and minimal duplication of efforts;
 - Communicating with faculty, staff, students, and key stakeholders to gather needed information;
 - Communication and collaboration with SJSU offices and services relevant to the position.
 - Training and coordination to:
 - Access SJSU IT resources;
 - Follow privacy, confidentiality, and accessibility standards;
 - Use social media platforms effectively;
 - Use software relevant to the position
- Examples of tangible products include:
 - Creation and maintenance of SJSU School of Social Work social media accounts;
 - Newsletters, articles, blogs, posts, and similar communications for digital, media and/or print form as needed;
 - Databases of contact information;
 - Databases and archives of jobs, career, training, and continuing education opportunities;
 - Review and maintenance of website pages
- Consultant must demonstrate awareness and experience understanding the needs of a student and stakeholder population of great diversity such as in age, cultural background, ethnicity, primary language, and education.

Required Minimum Qualifications

- Bachelors degree;
- Experience in social media and communications;
- Strong communication skills (verbal and writing);
- Strong interpersonal skills;
- Intermediate/advanced computer and software knowledge related to job duties;
- Familiarity with academic institutions;
- Ability to interface with stakeholders (students, faculty, professional community members, etc.) in virtual and in-person situations;
- Ability to work in teams and independently;
- Ability to prioritize and manage volume of work;
- Ability to interact and collaborate effectively and professionally with university, community, and agency personnel;
- Ability to learn and apply information and skills quickly

Applicants should demonstrate an awareness of and sensitivity to the educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching, or other comparable experience.

The University

San José State University enrolls over 35,700 students, a significant percentage of whom are members of minority groups. As such, this position is for scholars interested in a career at a national leader in graduating URM students. SJSU is a Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander (AANAPISI) Serving Institution; 40% of our students are first-generation, and 38% are Pell-qualified. The university is currently ranked fifth nationally in increasing student upward mobility. The University is committed to increasing the diversity of its faculty so our disciplines, students, and the community can benefit from multiple ethnic and gender perspectives.

San José State University is California's oldest institution of public higher learning. Located in downtown San José (Pop. 1,000,000) in the heart of Silicon Valley, SJSU is part of one of the most innovative regions in the world. As Silicon Valley's public university, SJSU combines dynamic teaching, research, and university-industry experiences to prepare students to address the biggest problems facing society. SJSU is a member of the 23-campus California State University (CSU) system.

Equal Employment Statement

San José State University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. This policy applies to all San José State University students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose. Note that all San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additional Information

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