POSITION OPENING

POSITION: Social Media Communications Student Assistant
        Part-Time/Non-Benefited
RECRUITMENT ID: 678
LOCATION: Chico State Enterprises
COMPENSATION: $13-$14 per hour

ESSENTIAL JOB FUNCTIONS: This position will assist with social media and digital outreach in the Sponsored Programs Development unit within Chico State Enterprises. Under the direction of the senior development specialist, incumbent will:

- Assist with identifying social media content
- Research and write original content
- Write lead-ins to re-posted content
- Post across multiple social media platforms
- Pro-active engagement and activities to gain followers
- Run analytic reports

EMPLOYMENT STANDARDS: Must be a student at CSU, Chico enrolled in a minimum of 4 units for graduate and 6 units for undergraduate students (during Fall and Spring semesters). Prior experience with social media account posting directed at a professional audience, preferably in a business, government or non-profit work or volunteer environment. Must be able to write in a marketing or public relations style (concise, memorable). Must be able to: work independently; learn about the sponsored programs sector and audiences we engage; and use best practices for professional social media. Must have ability to form and maintain cooperative working relationships (including with faculty) and function cooperatively and productively as a member of a unit. Prefer working availability from 12:00-3:00, any weekday.

PREFERRED EXPERIENCE: Social media dashboard software; Microsoft Word, Excel and Outlook; Social media platform analytics; Photography; Basic videography

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit a Chico State Enterprises application, current resume, samples of social media experience and writing, and schedule of availability.

APPLICATION DEADLINE: Application deadline is September 10, 2019. Open until filled. Applications can be submitted:

BY MAIL: Chico State Enterprises
         25 Main Street, Suite 206
         Chico, CA 95928-5388

IN PERSON: Chico State Enterprises
           25 Main Street, 2nd Floor suite 206
           Chico, CA

BY EMAIL: csejobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.

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