

POSITION ANNOUNCEMENT: Student Communications Specialist **Advanced Structures & Composites Center**

Job Description

The **Advanced Structures & Composites Center** is seeking a **Student Communications Specialist** to aid the **Office of Communications**. This 12-month position, offering up to 30 hours a week of work. This position will begin Summer Semester 2023 but the right candidate will be considered to start sooner or later than this deadline.

General Responsibilities

- Social Media & Website Management (LinkedIn, Facebook, Twitter, Instagram, YouTube, WordPress Website)
- Content Creation
- Event Assistance
- General Administrative Assistance

Preferred Experience & Qualifications:

- Preferred Requirements (may include but not limited to)
 - Adobe Suite (Premier, Photoshop, Indesign, Illustrator)
 - Photography, Videography experience
 - Social Media Management experience
 - Candidates must be able to work independently and as part of a team.
- Additional Requirements (may include but not limited to)
 - Must exhibit proficient knowledge in social media management and trends
 - Must demonstrate excellent communication skills, written and oral
 - Perform other duties as assigned.
 - Visual Content Creation (photography, videography, graphic design, etc...)

Who can apply? Applicants must be admitted to a UMaine degree program and enrolled full-time. Students from any discipline are welcome to apply.

What does it pay? The appointment carries compensation of \$15.80 with a guaranteed raise after 3 months probationary position. This is a 12-month position, offering up to 30 hours per week during the school semester, and 40 hours a week during University break periods and the summer semester.

Interested? Send us a letter outlining your interest and qualifications, a copy of your resume, and 3 pieces of visual content with bylines and/or writing samples to Taylor Ward at Taylor.Ward@maine.edu, and copy MJ Gautrau at margaret.gautrau@maine.edu. Incomplete applications will not be considered. **Review of applications will begin immediately** and will continue until the position is filled.

For further information please contact Taylor Ward at taylor.ward@maine.edu or 207-581-2230.