

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 as soon as the right candidates are selected.

General Responsibilities

- Content Creation
 - Editorial & News Writing
 - Digital Media / Graphics
- Social Media & Website Management (LinkedIn, Facebook, Twitter, Instagram, YouTube, WordPress Website)
- Event Assistance
- General Administrative Assistance

Preferred Experience & Qualifications:

- Preferred Skills (may include but not limited to)
 - Visual Content Creation (photography, videography, graphic design, etc...)
 - 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 demonstrate excellent communication skills, written and oral
 - Perform other duties as assigned.
 - Willing and excited to learn and expand new skills

Who can apply? Applicants must be admitted to a UMaine degree program and enrolled full- or part-time. Students from any discipline are welcome to apply. Work study is not required for this position.

What does it pay? The appointment carries compensation of \$16.15 with a potential 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.