Student Assistant Job Description

• Vice President for Student Affairs, Communications
• 12 hours per week
• $8-9.50 per hour (depending on classification)
• Paid twice a month; timesheets are due on the 15th and the last day of the month

Required Skills/Responsibilities

• Assist in updating Division websites and flat screen with graphics, photos, text.
• Assist in researching, writing, capturing and proofing content for multiple communications platforms (Twitter, Instagram/Instagram Stories, Facebook, WordPress, Tumblr, Wikis, websites, email marketing, etc.)
• Assist in taking, editing and uploading photographs.
• Assist staff with creating social media content (text and graphics).
• Assist in graphic content creation (email marketing content, electronic and print materials).
• Assist in managing image, graphic and content databases.
• Make updates to the Division of Student Affairs website (studentaffairs.utexas.edu), published by UT QuickSites.
• Proficient in Mac and PC platforms.
• Familiarity with DSLR photography, Adobe Creative Suite, iMovie and content management systems.
• Ability to maintain confidentiality.
• Other duties as needed.
• Prefer students who are able to work for at least one year, including summer.
• Interested applicants should reply with a resume and letter of interest to Jess Cybulski, jesscybulski@austin.utexas.edu.

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