

Bowie State University Federal College Work-Study Position Description

Title: Social Media Assistants

**Department: Office of the Vice President for
Student Affairs**

Department Approval By:

Date: August 31, 2020

REPORTS TO: Student Affairs Department Heads

PURPOSE: Provide comprehensive social media support to the departments within the Division of Student Affairs.

DUTIES & RESPONSIBILITIES:

- Post information on department social media sites
- Provide reports on social media activity
- Interact with people on social media on behalf of the departments

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and understanding of computer systems, social media outlets, and Microsoft Office Applications.
- Must possess excellent organizational, project management, communication and interpersonal skills.
- Must be attentive to details and deadlines, flexible, and able to handle multiple tasks in a fast paced environment.
- Ability to work independently.
- Ability to handle highly confidential and sensitive situations with professionalism, empathy, and discretion.

MINIMUM TRAINING & EXPERIENCE:

- Experience in an office environment.
- Comprehensive knowledge of MS Office software (Excel, Word, PowerPoint, Publisher), and social media outlets (Instagram, Facebook, Twitter, Snap Chat, and TikTok)
- Excellent communication and writing skills

CONDITIONS OF EMPLOYMENT: None