

Job Title: Social Media Team Manager
Office/Department: Office of Marketing and Communication
Location/Building: Peter Paul Luce Admission Center
Supervisor: Public Relations and Digital Content Director
Rate of Pay: \$8.25

The Student Social Media Team Manager oversees the student social media team of Digital Media Producers and reports to the Public Relations and Digital Content Director in the Office of Marketing and Communications. The duties of this position include:

- Social media coverage on behalf of the college
- Developing and implementing ideas to improve social media presence and content
- Creating weekly assignments for the social media team
- Developing and holding social media training programs for students, faculty, and staff
- Holding set office hours in the Office of Marketing and Communications
- Reporting any issues of concern to supervisors and OMC

The supervisory duties of this role require this person to effectively communicate with the entire team about meetings, projects, and team coverage of big events. The Student Social Media Team Manager will track team assignments in a Google calendar, will follow up with members who do not complete assignments, and will make a short presentation at the team meetings, which occur every other week.

The Public Relations Director will work closely with the Student Social Media Team Manager to create assignments and opportunities that will provide valuable resume experience.