

**Social Media Student Assistant**

**Spring 2023**

The Division of Academic Enhancement (DAE) is seeking a student to assist with project management and initiatives related to communications, promotion, and public relations beginning in spring 2023.

**Hours/Week** 10 hours/week

**Compensation** $10/hour and Experiential Learning credit

**Start Date** January 2023

**Job Description**

This position reports to DAE’s Coordinator of Communications and will assist with content creation to promote services and programs, including: crafting/scheduling social media posts; capturing photos/videos to be used for promotion of DAE through website, social media, and print outlets; and other special projects.

**Qualifications**

Applicants must have a proactive approach to projects; possess excellent interpersonal and communication skills; and be familiar with Instagram, Tiktok, and social media metrics. Working knowledge of Adobe Creative Suite and/or Canva is preferred.

**To Apply**

Please email your resume and portfolio with examples of your recent work to Ms. Rachel Pharr

at rpharr@uga.edu by December 19th, 2022.

For more information about the Division of Academic Enhancement, please visit dae.uga.edu. We look forward to receiving your application!