

## **Student Social Media Assistant**

### **Job Description**

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The Faculty of Graduate Studies at Dalhousie University is recruiting for a student assistant to contribute to the faculty's social media presence on Facebook and Twitter, as well as Dalhousie's main channels.

The position will require up to eight hours of work per week, including a weekly check in meeting with the faculty's communications team.

**Rate of pay:** \$ 18 to \$20 per hour

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#### **This role will require the successful candidate to:**

- Ensure the timely posting of information relevant to stakeholders, including scholarships, initiatives and opportunities available to current and prospective grad students.
- Support social media campaigns to increase engagement and build the reputation of graduate studies at Dalhousie.
- Report on social media metrics.
- Be willing to learn and use a social media scheduling tool, such as Hootsuite.
- Engage with members of the community who tag or share FGS content under the direction of FGS staff.

#### **Desired experience:**

- Experience with social media in a professional setting is desired, but not required.
- Experience writing in a professional capacity is an asset.
- Experience with design software and designing social media graphics in particular is desired but not required.
- Graduate students are encouraged to apply, but students of all levels will be considered for the role.

**To apply, please send a cover letter, resume and pertinent examples of previous professional work to Andrew Riley, Senior Manager, Strategy and Communications, Faculty of Graduate Studies at [andrew.riley@dal.ca](mailto:andrew.riley@dal.ca) by September 23<sup>rd</sup>.**