



## National University Federal Work Study Job Description

	MANAGER		FINANCIAL AID
<b>Name of Position:</b>	FWS – Administrative, Publishing and Social Media Assistant	<b>Desired Start Date:</b>	2/1/2021
<b>Dept. Student will be Employed</b>	Department Name: Consciousness & Transformative Studies (CTS)	<b>Duration</b> (e.g. July 201x-Jan 201x)	6/30/2021
<b>Location Where Student Will Work</b> (physical address)	Online	<b>Amount of Grant</b>	
<b>Students Supervisor</b>	Dr. Karen Jaenke, Program Chair	<b>Rates of Pay</b>	\$15.00 Per /Hr.
<b>Supervisor Contact Information</b> (email, phone)		<b>Approximate Hours Per Week</b>	Hours/week: 15-20 hours per week (never more than 20 hrs/wk).
<b>PCN</b>		<b>Prepared Date</b>	1/29/2021

**Duties & Responsibilities:** Under the guidance of the Program Chair, this online position will assist the Consciousness and Transformative Studies Program in three general areas: administrative support, publishing and social media. Administrative and publishing duties may include creating and maintaining Excel spreadsheets, proof-reading Word and pdf documents for publication, maintaining files, mailings, social media marketing, organizing, online event coordination, copying and scanning readings, and other miscellaneous administrative tasks as they arise. The publishing tasks will support *ReVision: Journal of Consciousness and Transformation* with publication of journal issues.

In the social media role, the assistant will create communication content to promote CTS activities and services to an audience of current and prospective students, faculty, staff, alumni and the wider community. Maintain and add to contact databases for effective, targeted use in promotion of print communications, social media and by word of mouth. Keep the program’s social media channels active (Open Facebook group, Instagram and Twitter) and updated by posting relevant promotional content in an engaging manner and responding to inquiries following JFK University’s social media guidelines. Research new channels and community organizations with related interests to the Program to grow the list of potential new contacts. Assist Program Chair with general administrative tasks. Position is for up to 20 hours per week, with a combination of administrative support for the program chair and journal, and social media activities.

Communication content can include but is not limited to:

- Online:
  - Facebook
  - University Blogs
  - Instagram
  - Podcasts
  - Videos



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- Print:
  - Local promotion via e-mail
  - Post and pick-up event flyers on Campus as needed
- Other:
  - Binder organization assistance

### Job Qualifications:

#### Must have:

- Excellent writing skills including social media best practices. Please provide a writing sample along with your application.
- Solid research skills
- Proficient use of MS Office programs and Blackboard.
- Attention to detail within a fast-paced environment
- Ability to work independently or with limited supervision and to interact well with the CTS team, University departments and external parties
- Work ethic reflecting responsibility and adherence to deadlines for timely content

Compliance with University brands

Other duties as assigned

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	

This document is intended to describe the general content and to identify essential functions and requirements for performing this job, and is not an exhaustive statement of duties, responsibilities or requirements. National University (NU) complies with the ADAAA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential job functions. Employment with National University is “at-will,” meaning that either NU or an employee may terminate the employment relationship at any time with or without cause, notice, reason or justification.