

Position:	Social Media Assistant
Reports to:	Director of Summer Arts
Number of Positions:	1
Location:	California State University, Fresno - Fresno, CA
Employment Dates:	June 12–July 28, 2023
Rate of Pay:	\$16.50/hour
Schedule:	20-40 hrs/week, weekends and holidays required

Position Summary

Under the direct supervision of the Director of Summer Arts, the Social Media Assistant will produce social media content for Summer Arts. All material is the property of CSU Summer Arts; the content may be stored in archives or posted to social media, digital signage marketing materials, advertisements, and/or other promotional initiatives. Other general administrative duties are also required. The Social Media Assistant will have regular interactions with Summer Arts staff, faculty course coordinators, guest artists, campus personnel, members of the community, and Summer Arts students.

Qualifications and Requirements

- Majoring in journalism, communications, marketing, or public relations preferred
- Experience using relevant programs and social media, e.g. Adobe Creative Suite, Facebook, Instagram, MailChimp, etc.
- Basic working knowledge of Microsoft 365, Google Workspace, and Slack
- Ability to handle multiple tasks and changing priorities
- Good organizational, interpersonal, and communication skills

Application Instructions

- Apply online with a cover letter and resume (please include a link to portfolio or work samples) in PDF format by [clicking here](#).
- Application deadline: Applications will be reviewed on a rolling basis and position may close at any time. Apply by **March 6** for priority consideration.