

Position Title: Student Assistant for Engagement, Broome Library

Purpose of the Position:

To assist Broome Library's Outreach librarians in the creation and preparation of marketing and social media materials; assisting in the preparation and execution of events and exhibits; assisting in other outreach initiatives as needed.

Job Responsibilities

Library Student Assistants (SA) for Outreach will design and create marketing materials, such as social media graphics and banners, posters and signage, videos, and logo/branding in support of library programming and other outreach initiatives.

In addition, SAs are responsible for assisting library staff and faculty with various special projects.

The position is ENTIRELY online. SAs MUST be comfortable working independently in a virtual environment, and should be comfortable with online conferencing tools, such as Zoom. SAs should have a strong work ethic, quality customer service skills, the ability to think on their feet, and have a teachable attitude. In addition, SAs should be able to pay attention to detail, be able and willing to take direction and follow instruction, be flexible in accepting assignments based on shifting daily priorities, and be capable of lifting 50 pounds.

Required Knowledge/Skills/Abilities

SA needs to have knowledge of the Adobe Creative Suite, Microsoft Office Suite, or other relevant graphic design platforms; familiarity with online social networking sites; good people skills, organizational skills, attention to detail, initiative, the ability to work independently and in teams, carrying out tasks with little direction from supervisor; task flexibility, the willingness to take direction, and capable of lifting 50 pounds.

Hours and Pay

\$14 per hour up to 20 hours per week, schedule flexible and to be determined

To Apply

To apply for the position, please send a resume and a cover letter (PDF files preferred) describing your interest and relevant skills to librarian Colleen Harris via email at colleen.harris@csuci.edu

Only applications received by **Thursday November 19th at 11:59pm** will be considered.