College of Humanities and Social Sciences – Dean’s Office

Title: Digital Communication Assistants

Location: Dickson Hall, Room 407

Job Type: Federal Work Study

Days Needed: TDB

Job Description:

Build your skills and get real-world experience: The College of Humanities and Social Sciences is seeking one or two Digital Communication Assistants to help developing content for its website and social media channels. If you are interested in a career in communications, media, writing, or technology, this is the perfect role to get hands-on training and experience for your resume. You’ll hone savvy using Content Management Systems (CMS), the Adobe Creative Suite, and writing and editing content.

Primary Responsibilities:

• Posting photos, news, and calendar items on the College’s website
• Graphic design, photography and photo editing
• Posting social media updates on Facebook, Twitter, or Instagram
• Writing content or articles for the website
• Updating web pages
• Other duties as assigned

Qualifications:

• Sophomore, junior or senior studying disciplines such as communication, journalism, English, marketing, visual communication design, public relations, or related field.
• Adaptability and willingness to learn
• Attention to detail
• Experience with Adobe Creative Suite (Photoshop, InDesign, Illustrator) - a plus
• Experience publishing web content or using content management systems (CMS such as WordPress, Drupal, etc) - a plus
• Writing, proofing and editing skills - a plus
• Basic understanding of HTML - a plus
• This is a Federal Work Study Position.

Application Instructions:

Send a resume and a letter of interest to gina.eide@montclair.edu.