The UConn Urban and Community Studies (UCS) Program invites applications for a **part-time** position as **Student Written Communication Assistant**. The position will entail maintaining and improving the program’s **social media presence**, currently in LinkedIn, Instagram, and Facebook. The position will involve posting information, photographs, and announcements of interest to students and alumni, as well as reaching out to expand the program’s audience both inside UConn and beyond. The position would involve approximately 3 to 5 hours of work per week, during the fall and spring semesters. Students may be directed to perform other duties as assigned. The assistant will report to the program director and administrative assistant, but will also work with UCS students and faculty to post information about current events and opportunities.

**Portfolio or URLs demonstrating experience with one or more social media platforms should be included with application.**

**Minimum qualifications:**

- Experience with major social media platforms, especially LinkedIn and Instagram
- Must be available to work a minimum of three hours per week
- Ability to write clearly and concisely, with attention to detail
- Ability to work independently
- Ability to complete tasks in a timely fashion to meet stated deadlines
- Interest or experience in Urban and Community Studies, Urban Semester, or a related field

**Preferred qualifications:**

- Experience writing, editing, and/or creating content for social media platforms a plus
- Strong writing and communication skills
- Experience with Word graphics, Photoshop, Publisher or other graphic software a plus
- A strong understanding of and/or experience with the Urban and Community Studies Program, Upsilon Sigma and/or the Urban Semester Program

**Rate:**

$12.15 to $13.35, depending on experience

**How to apply**

- Visit UConn Student Employment at https://uconn.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=4

Then click on the “Click Here” link to bring you to the next page.

**UConn Students**

![Click Here](https://uconn.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=4)

*Note: Application for a position does not guarantee an interview. New job opportunities appear throughout the year so check back regularly or sign up for RobMail.*
This job is open to students on any campus, but the job posting is listed under Storrs Student Labor. Click “Storrs Student Labor” and then click on the “Set Choices” button to proceed to the next screen.

Then click on “Show All Active Jobs” and locate the job posting listed below. We only have one currently.

If you click on the Job Title link you can view the entire job posting.

To apply, to this job you must click on the box that appears just before the Job Title and then click on the “Apply for selected Jobs” button at the top of the page. You will then be brought to the application page to apply for (Job ID 11574).

Near the top of page you will find

Don’t forget to include a portfolio or a Word document with URLs demonstrating experience with one or more social media platforms.