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Job Title: Communications and Marketing Student Assistant

Supervisor: Director of Communications and Marketing

Pay Rate: $14.15/hour

Schedule: Up to 20 hours per week

Interested candidates should email Elizabeth Belle Isle at [ebelleisle@mainecc.edu](mailto:ebelleisle@mainecc.edu)

JOB DESCRIPTION:

The Communications and Marketing Student Assistant will enhance the marketing and communications efforts of KVCC. A large part of the work will be the promotion of KVCC internally and externally through social media. There will also be the opportunity to advise the Director of Communications and Marketing about content that would engage current and prospective students and the greater KVCC community.

QUALIFICATIONS/SKILLS:

The Communications and Marketing Student Assistant should be prepared to work in person with the Director of Communications and Marketing weekly, with opportunities to create posts and perform work remotely as approved. Strong writing and verbal communication skills are necessary, and attention to detail is important. The ability to develop fresh and creative ideas for content or other initiatives would be welcomed.

RESPONSIBILITIES:

* Assist in creating, scheduling, and posting content on the college’s Facebook and Instagram social media platforms, with supervision from the Director of Communications and Marketing.
* Propose and assist in creating, scheduling, and posting content for a KVCC TikTok account with the goal of engaging KVCC students, community, and prospective audiences.
* Assist with information gathering to develop faculty, staff, and student bios and testimonials.
* Help with the organization and maintenance of communication databases, including photo archives, and student/alumni testimonials.
* Other duties as assigned.