STUDENT ASSISTANT JOB DESCRIPTION

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<th>Department: Public Affairs &amp; Communications</th>
<th>Supervisor: Jennifer Sonne</th>
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<td><strong>Job Title:</strong> Student Assistant - Web and Social Media (Summer)</td>
<td><strong>Hours to be Worked:</strong> up to 40 hours per week during the summer</td>
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<td><strong>Pay Level:</strong> II</td>
<td><strong>Hourly Pay Rate:</strong> $13.50/hr (DOE)</td>
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**Job Summary (purpose of nature of work):**
Support the work of the Web and Social Media Specialist and the Department of Public Affairs and Communications by assisting with social media content and editing the Cal Maritime website.

**Job Duties:**
- Support the maintenance and updating of the Cal Maritime website.
- Assist with social media content, assist with organizing and maintaining photo and video libraries, and act as a brand ambassador for Cal Maritime.

**Required (or Preferred) Skills, Knowledge, and Abilities:**
- Experience using social media channels.
- Experience using a content management system to manage web content.
- Excellent attention to detail, communication skills, and teamwork mentality.

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