**Position Announcement**

Center for Global Engagement

https://cge.utk.edu/

**Position**
Student Communications Assistant

**Compensation**
$10.00 per hour

**Work Hours**
Approximately 10 - 20 hours per week for Winter 2021/Spring 2022 with the potential for a longer term arrangement. Start and end dates are flexible.

**Responsibilities**

The Student Communications Assistant will support the Center for Global Engagement with its communication needs including

**Social Media Management**
- Create an overall strategy to increase CGE’s social media impact and engagement with the targeted audience
- Create content fit for each social media platform: Twitter, Facebook, Instagram, and YouTube
- Design graphics for social media
- Attend events to capture photographs and videos for social media
- Analyze impact of social media posts

**Communication Resource Management**
- Establish a searchable database to archive and tag photographs from CGE units
- Utilize Microsoft Teams or similar platforms to establish a system to archive other communication resources such as flyers, graphics, registration list, press releases, and reports

**Event Management**
- Facilitate event management as needed
- Represent the Center for Global Engagement at student events
- Analyze impact of events

**Skills/Experience Required**
- Knowledge of Microsoft Teams
- Experience with social media
- Experience with graphic design
- Excellent written and oral communications skills
- Detail-oriented
- Knowledgeable about Knoxville and the UT campus

**Additional Requirements**
- Must be enrolled as a UT student for Fall 2021

**To Apply**
Email your cover letter and resume to cge_comm@utk.edu

Applications will be reviewed as submitted, with interviews beginning as soon as possible.