

Student Media Specialist in Postdoctoral Affairs

Postdoctoral Affairs is seeking a qualified student to help lead and organize its social media activity. This is an hourly wage position (up to 5 hours/week). *This position provides excellent professional development and leadership opportunities.*

One of the major goals of Postdoctoral Affairs is to promote postdoctoral scholars and highlight the contributions they make to the University of Arizona. To this end, we are seeking a student with excellent writing, editing, and interviewing skills, as well as knowledge and experience with various social media platforms.

Responsibilities include:

- Interviewing postdoctoral scholars from different disciplines across campus and drafting short profiles about them for the Postdoctoral Affairs website.
- Managing social media platforms (Facebook, Twitter, Instagram) and content creation; this includes brainstorming new ways in which we can highlight and provide resources for postdoctoral scholars.
- Providing feedback on material designed for the Postdoctoral Affairs website (e.g. flyers, written stories, page layout, etc.).
- Editing and captioning videos.

Qualifications:

- Strong writing and interpersonal skills, especially as they pertain to working with various audiences.
- Working knowledge of Microsoft Office Suite, video editing software, and social media platforms (Facebook, Twitter, Instagram, LinkedIn).
- Creativity, initiative, and ability to engage professionally and personally with postdoctoral scholars, faculty, administrators, and team members.

Application Procedure:

Candidates should submit an application that includes (1) a letter of application that highlights the applicant's experience and skills relevant to the job description and an explanation of how this position will further their own professional development; (2) a current curriculum vitae or resume; and (3) the names and contact information of two references, preferably at the University of Arizona. Additional materials that showcase the applicant's writing and social media skills may also be included. Please submit the application electronically as one single PDF or Word document to Jenny Hoit, PhD, Director of Postdoctoral Affairs, at hoit@arizona.edu.

Applications will be reviewed as they are received. Selected applicants will be invited for interviews.