# SOCIAL MEDIA ASSISTANT

## DEPARTMENT

Marketing and University Relations - 6270

## QUALIFICATIONS

- Creative self-starter who is comfortable with both taking initiative and following directions.
- Detail-oriented with strong written and verbal communication skills.
- Familiarity social media platforms, including but not limited to Facebook, Twitter and Instagram.
- Strong customer service ethic.
- Conceive and implement creative and innovative ideas as to how the University could interact with users on social media platforms to increase engagement.
- Trustworthy. Able to hold confidential and sensitive data.

## DUTIES

- Respond to posts or comments on social media channels to bring value to audience interactions with Warner Pacific.
- Follow steps outlined by the Digital Marketing Strategist that will help grow Warner Pacific's online social networks by increasing fan base and interactions.
- Completes other social media projects as assigned.

## COMPENSATION

Begins at Minimum Wage

## HOURS

Up to 20 hours per week

## CONTACT

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