Social Media Coordinator

RECRUITING: Early September via Job Board
DEPARTMENT: Academic Advising – UNC 207
SUPERVISOR: Jessica Beck – Jessica.beck@ubc.ca
NUMBER OF POSITIONS: 1

PURPOSE:
The Social Media Coordinator will be responsible for updating and creating content on various social media platforms including but not limited to Facebook, Twitter, and Instagram. The Social Media Coordinator will work closely with the Events Coordinator to plan and promote all Academic Advising activities.

Position Description
The Social Media Coordinator will:
- Create, update, and monitor social media platforms relevant to Academic Advising and the Advising & Involvement (AIC) Centre
- Generate increased social media interest
- Promote Advising and AIC events
- Review and provide feedback to improve the Academic Advising website

Commitment
2 hours/week from Sept 1 – Apr 30 (student’s course schedules will be accommodated)

Do you…..
- Know your way around social media?
- Enjoy advertising, marketing, and networking?
- Demonstrate a close attention to detail?
- Have creative and innovative abilities?
- Demonstrate effective communication skills?

You will enhance your skills in...
- Effective Communication—evaluates solutions to make recommendations or decisions
- Problem Solving—by assessing situations and addressing problems by drawing on multiple perspectives and sources of information
- Leadership—by providing direction and guidance to others
- Interpretation—by considering information and communicating meaning to others
- Professionalism—by demonstrating this in your attire, communication, and interactions online and in social media