Andrew Young School of Policy Studies
Georgia State University

POSITION TITLE: Graduate Assistant - Web/Social Media Assistant

DATES OF APPOINTMENT: Fall 2018 semester (Sept-Dec), with potential for future semesters
HOURS PER WEEK: 20 hours, flexible schedule
LOCATION: Downtown Atlanta campus (14 Marietta St.)
COMPENSATION: Full Tuition Waiver and Monthly Stipend

Duties and Responsibilities:
Looking for a GRA with good written communications skills, experience working on a website and a willingness to learn. You will be writing, updating the Andrew Young School of Policy Studies (and subsidiary) websites and assisting with management of social media accounts. Responsibilities include, but are not limited to:

- Assist with design and maintenance of the Andrew Young School of Policy Studies (AYSPS) website and all affiliated research sites
- Write and schedule social media content for the AYSPS Twitter, Facebook and LinkedIn pages
- Utilize Hootsuite to engage with our social audiences and keep an eye on related hashtags and events
- Manage the social media calendar, keeping it up to date with all upcoming content
- Brainstorm and implement strategies to better engage our social audiences
- Other similar duties as assigned

Qualifications:
- **Must be enrolled as a Georgia State University graduate student**
- Must have solid, verifiable web and social media skills
- Must possess effective oral, interpersonal and written communication skills
- Must possess a willingness to learn new skills and complete projects within given parameters on a timeline
- Must be familiar with Microsoft Office Suite
- Be energetic, creative, professional and possess a positive, can-do attitude

Ideal:
• Experience managing websites using WordPress
• Experience managing social media accounts for a business
• Experience using social media management tools such as Hootsuite
• Experience with image editing software (Photoshop, Canva, etc.)
• Any HTML/CSS experience

TO APPLY:
Please send your resume and any examples of your web and social media experience to Shawn Eastridge at seastridge@gsu.edu.

For bonus points, include with your submission your favorite picks from each of the following options:

• Star Wars or Star Trek
• Beatles or Rolling Stones
• DC or Marvel
• Kendrick or Kanye
• Converse or Vans
• Facebook or Twitter
• Rihanna or Beyonce
• Starbucks or Dunkin
• Gryffindor or Slytherin
• New York or Los Angeles