



Associated Students, Incorporated Student Government Social Media Assistant

Mission Statement

The Associated Students, Inc. (ASI) of California State University, Stanislaus is the official voice of the students. As a not-for-profit organization, our mission is to provide and fund a wide-range of high-quality programs and services to support student life, student success and instill a sense of campus pride. ASI provides resources and programs that encourage leadership development as well as broaden social, educational, political and emotional growth.

Job Summary

The Student Government Social Media Student Assistant is responsible for creating engaging content for ASI Student Government social media channels, including keeping channels updated and brand-focused, and seeking out new social media avenues and ways of connecting with audiences. This position reports to the ASI Leadership Manager.

Duties

- Market and manage the ASI Student Government social media accounts, including Instagram, Facebook, Twitter and other relevant platforms.
- Engage in social media presence creation on new and emerging social media platforms.
- Create content that promotes audience interaction, increases audience presence and encourages participation for Student Government services and events.
- Work closely with ASI Student Government staff to create posts and campaigns to promote services and events.
- Monitor and moderate followers responses and interactions to content.
- Attend summer/winter retreats, student assistant trainings and any workshops.
- Must be available to attend ASI Board of Director meetings as needed.
- Other related duties as assigned by ASI Leadership Manager.

Skills & Qualifications

- Ability to work with a culturally diverse student body and staff.
- Strong organizational, problem-solving, and analytical skills.
- Ability to work independently and as a member of various teams and committees.
- Ability to handle multiple projects and meet required deadlines.
- Ability to work on complex projects with general direction and minimal guidance.
- Strong interpersonal (written and oral) and group communication skills.
- Working knowledge and understanding of ASI policies and bylaws.

Required

- Must be a currently enrolled, matriculating Stanislaus State student with a minimum 2.0 grade point average.
- Must be available Tuesday's from 5:00pm-8:00pm.
- The Student Government Social Media Student Assistant Position is a one-year term position.

Salary Range: \$14.25 per hour Classification I