

## **MVNU Student Employment Job Description**

### **JOB TITLE: CSD / SLPA Student Assistant**

This is a student worker position with a flexible schedule. The job requires the student to assist the CSD Program Director and the NSSLHA leadership team with duties essential to raise community awareness in the area of speech language pathology as well as marketing the program through emails to prospective students, and social media posts. This position gives you the flexibility to get creative and take ownership of various graphic design projects.

Working with the CSD department will help provide you with an understanding of the field of Communication Sciences and Disorders. It will also provide an opportunity for you to make a positive impact through your work.

### **DEPARTMENT: Speech Language Pathology and Audiology**

### **REPORTS TO: Dr. Florence Hardjono, Speech Language Pathology & Audiology**

### **HOURS: 2-5 hours/week**

### **REQUIREMENTS:**

#### **Skills and Qualifications Required**

- Current MVNU students.
- Candidate with journalism or publication experience preferred.
- Candidate should be able to craft and execute a vision with creativity and style.
- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Must be proficient in social media management and/or other common design applications.
- Ability to communicate well with others and maintain a professional demeanor.
- Ideal candidate will be detail-oriented, excellent professional writer, task-oriented, and creative with strong work ethic, positive attitude, desire to learn and serve others.
- Superior ability to write for social media publication.

#### **DUTIES (include but not limited to):**

- Collaborate with the team to design clear engaging digital and print graphic communications such as blogs, infographics, and IG and FB posts for the program.
- Prepare images to coincide with social media and blog posts
- Create templates for scheduled posts such as (but not limited to) “CSD student of the month”, “Alumni Spotlight” and “NSSLHA News”, and “Research Corner”
- Assist with the design and execution of social media campaigns
- Together with the team, assist in creating biweekly editorial calendars to promote the program.
- Assist the Program Director and CSD team with other projects TBD.

**NORMAL WORKING HOURS and DAYS:** Flexible remote hours, weekly in-person meeting for project management is required.