Digital Media Student Assistant  
TTUS Annual Giving department

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Position Description:
The annual giving department for the Texas Tech University System is seeking a student to assist in performing one or more of the following duties: graphic design, web design, social media strategy, execute email marketing, analytics reporting, data entry, and other duties as assigned.

- Maintain and promote the Texas Tech University System and its institutions’ identity and brand visually and conceptually
- Assist with the planning, creation, and delivery of Institutional Advancement projects (including direct mail, email, and crowdfunding) for the Texas Tech University System and its institutions
- Create design, concepts, and layouts for print production and digital delivery (email and social media)
- Assist with the implementation of social media strategies including gaining followers and engagement

Position Requirements:

- Proficient in Adobe Creative Suite, specifically InDesign & Illustrator
- Proficient in Microsoft Office
- Knowledge of print requirements for design works
- Knowledgeable of social media platforms
- Excellent organizational and time management skills
- Excellent copywriting skills for electronic media
- Sophomore or Junior at Texas Tech University

The digital media student assistant position is a great opportunity for students to expand their professional portfolio and enhance their resume. Students seeking careers in higher education advancement, marketing, communications, advertising, brand management, graphic design, or educational organizations will find this experience to be especially beneficial. Apply today and take the next step in building your career by making valuable networking connections and gaining important work experience that will prepare you for your career.

Hours per week: 20

Hourly rate: $8.50/hour

The position is available immediately for academic year and summer employment.

How to apply: Please email a cover letter, resume, and portfolio to laken.jacobs@ttu.edu

Please reach out to Laken Jacobs at 806-834-7897 with any further questions.