

# MRSC Student Assistant Part-time position

The Medieval & Renaissance Studies Center (MRSC) at Texas Tech is seeking one Student Assistant to help the directors throughout November 2020 to build online content, develop a monthly newsletter, and promote MRSC activities to a broad audience via email and social media.

Ideal candidates will be enthusiastic about promoting the Medieval and Renaissance Studies Center and Graduate Certificate at TTU and should have practical experience with web design, social media marketing and, preferably, audio and video editing.

## **WE ARE LOOKING FOR:**

### **Practical Skills:**

- ☑ Web design experience.
- ☑ Marketing and communication expertise using social media, including Facebook, Instagram, and Twitter.
- ☑ Facility with Adobe Acrobat and Microsoft Office.
- ☑ Clarity and conciseness in written communication.
- ☑ Digital photo editing experience.
- ☑ Video editing skills, including experience with sound editing software (e.g. Audacity, Garage Band) and YouTube's creator platform (preferred).

### **Commitment:**

Start Date: November 3, 2020  
End Date: November 30, 2020  
Compensation: \$250

*We understand that you are a full-time student, and we will be as flexible as possible in working with your schedule, but we need to know that you will be committed to succeeding in this position outside of the classroom. You will be working in conversation with the Co-Directors of the Medieval & Renaissance Studies Center.*

We expect a minimum commitment of 5 work hours a week - up to a maximum 10 hours a week with other weeks off (Thanksgiving). Most of this work will be related to re-designing the website, managing website content, and marketing on social media. There is a strong possibility of the position being renewed for the Spring 2021 semester.

### **How to apply:**

Applicants must be currently enrolled as students at TTU, graduates or undergraduates, in any department, but must also have a commitment to promoting Medieval & Renaissance Studies and working with MRSC co-directors.

Please send a complete résumé, including information about your major and minor, your GPA, scholarships, certificates, and related professional and/or academic experiences.

Submit résumé to: [Angelamariani.Smith@ttu.edu](mailto:Angelamariani.Smith@ttu.edu) AND [janis.elliott@ttu.edu](mailto:janis.elliott@ttu.edu)  
Deadline: **October 26, 2020**