



## **Student Assistant**

### **Job Description**

**Office Summary:** The Office of Hispanic Serving Institution Initiatives serves and supports students from diverse backgrounds, including Latinx and Hispanic students, by connecting them to internal and external resources and opportunities to foster their academic success, career readiness, and overall well-being. HSI Initiatives touches every facet of the UA, from outreach efforts with our K-20 partners, to our faculty and staff hiring practices, to how we teach and engage students, to our alumni engagement efforts and connection to the community, and everything between!

**Job Title:** Student Assistant

**Hourly Rate:** \$14.50

**Start Date:** August 21, 2023

### **Duties & Responsibilities**

- Support in managing social media campaigns and day-to-day activities which include Instagram, Facebook, and Twitter Work collaboratively with the HSI Initiatives Team
- Provide support in creating a social media strategy that collaborates with the goals of HSI Initiatives
- Design marketing material to be shared with the campus and external community
- Develop written content for print and web materials
- Assist with updating information on the HSI Initiatives website
- Assist with presentations about opportunities available to students such as internships, research, job, and other leadership development activities
- Other duties as assigned

### **Preferred Knowledge, Skills, & Qualifications**

- Take initiative and work independently
- Demonstrate time and task management skills
- Possess adequate organizational skills
- Demonstrate excellent written and oral communication skills
- Exhibit proficiency in Microsoft Office suite (Word, Publisher, PowerPoint, Excel, Outlook)
- Exhibit proficiency in social media such as: Instagram, Twitter, and Facebook
- Exhibit proficiency in Canva
- Willing to work with diverse communities, including a commitment to cultural competence (in self and others)
- Available to work 10-15 hours per week

**Academic Qualifications**

- Minimum cumulative GPA of 2.00
- Currently enrolled at the University of Arizona as an undergraduate student (minimum six units)
- Work study preferred

**Application Deadline: Friday, May 12, 2023**

Please apply on Handshake, <https://arizona.joinhandshake.com/login> , Job #7811770

On Handshake you will be able to provide your resume, cover letter, and an example of a flyer.

**Prompt for flyer:** This role will support in managing social media campaigns. Please create a flyer highlighting a University of Arizona program, organization/club, or initiative that supports historically excluded populations such as first generation, low income, Black, Indigenous, People of Color, Latinx/Hispanic students. The flyer should include the name of the program, a photo, and some information on the program while also being easy to read. Feel free to checkout our social media for examples of what we post: Instagram- @uarizona.hsi, Twitter- @UArizonaHSI