



## **Social Media Position**

### **Job Description:**

The Office of Marketing and Public Relations at the Haslam College of Business is looking for a student worker to assist our team with daily social media updates. Job requirements will include scheduling social media updates via Hootsuite, creating images to coincide with posts to increase engagement and staying up-to-date on events going on at the Haslam College of Business. Student may be asked to attend events on or outside of campus, take photos and/or assist with content creation with approval from supervisor.

### **Job Requirements:**

Social media: Write, post, edit and monitor social media posts  
Designs skills: Photoshop/Illustrator  
Strong writing and communication skills  
Professional and Reliable

### **Other Related Skills** (preferred but not required)

Photography

### **Schedule:**

20-30 hours per week

### **Paid/Unpaid:**

Paid

### **Wage/Salary:**

\$7.25 - \$8 per hour, depending on experience and skill set.

Please submit your resume to Katie Bahr: [katiebahr@utk.edu](mailto:katiebahr@utk.edu)