Design and Video Office Assistant

The Office of Lesbian, Gay, Bisexual, and Transgender Life seeks a Social Media Office Assistant for the upcoming academic year.

Duties include:

- Bimonthly update of the Office of LGBT Life bulletin board including development of new content
- Create, film, edit, etc. videos for various projects including an online video series and an office virtual tour
- Research resources and materials to include on the Office’s website
- Design program, event, and Office flyers and posters for print and electronic media
- Collaborate with other office assistants to disseminate information through social media
- Gather content for Office of LGBT Life Weekly Newsletter
- Photograph Office events
- Perform other office duties as assigned including:
  - Answering phones
  - Greeting Office visitors
  - Running errands
  - Entering data
  - Filing and assisting with paperwork
  - Completing mailings
  - Making copies and scans
- Other duties as assigned

Applicants must:

- Be an undergraduate student at Emory who qualifies for Federal Work Study
- Have working knowledge and previous experience with Microsoft Office programs and/or Adobe Suite programs
- Have knowledge of diverse student populations including the LGBTQ communities
- Be able to work independently and as a team
- Identify potential tasks and take initiative to complete them
- Possess written communications skills

Preferred qualifications:

- Previous job experience using Microsoft Office and/or Adobe Suite programs
• Experience in graphic design and flyer/poster creation
• Experience with video creating, editing, etc.

Working at the Office of LGBT Life helps prepare students for positions in non-profit, academic and corporate environments, including diversity offices, public relations, marketing, journalism, and community/governmental environments.

The pay rate for this position starts at $7.50/hour and increases based on experience and qualifications. If you are interested or want more information, please contact Danielle M. Steele at dmsteel@emory.edu.

Learning Outcomes

• Design and create effective flyers, brochures, and marketing materials
• Assemble effective presentations of information for the Office of LGBT Life bulletin board
• Describe ways in which Emory community members can become involved with the LGBTQ communities at Emory and/or the Office of LGBT Life
• Identify resources available to LGBTQ students at Emory
• Solve office-related problems or concerns when professional staff are unavailable
• Write informational blurbs about activities of the Office of LGBT Life
• Support fellow office assistants and work as part of a team