WANTED:

Several students to be English Department Assistants next year, as, unfortunately, once students graduate, they are no longer eligible to work for us.

NOTE: We are hoping to find a small group of enthusiastic folks who have strengths that complement each other to meet all the job requirements between them. If you have strengths in some, but not all areas of the qualifications/job responsibilities listed below, ==you should still apply!== Be clear in your cover letter ==about where you see your strengths contributing to the department needs.==

Here's what we're looking for:

Job Description/Responsibilities:

1) Update/monitor department Facebook, Twitter, LinkedIn, Instagram, and Pinterest feeds

2) Advertise departmental events/colloquia and record/photograph them for use in future department publications in print and on the web

3) Help to devise and implement new ways of connecting members of the English department – students, alumni, faculty and prospective students

4) Act as student-department liaison to provide student perspectives and help to strategize increased attendance at departmental events and growth of the department
5) Help recruit prospective students with interest in English/Journalism/Creative Writing to come to Wittenberg!
6) Work with the department and SAGE to coordinate colloquia and emcee/host events like The List and Literary Pub Fest

7) Maintain/update and write articles for the department website and Wordpress blog

8) Photocopying/scanning

9) Help to edit/produce the department newsletter

10) Design/produce/distribute fliers, brochures, posters and departmental displays

Qualifications:

1) Familiarity with managing Facebook, Twitter, Pinterest and Instagram accounts; awareness of social media trends; experience with LinkedIn and Wordpress a plus
2) Strong writing and editing ability; experience in advertising a plus
3) Clear and creative communication skills
4) Energetic and outgoing; willing to be a student representative for the department and a positive, enthusiastic role model for fellow students
5) Creative problem solver who takes initiative and is self-driven
6) Knowledge of web design, skill in creating visual displays and some graphic design ability ideal;

experience with Adobe Creative Suite software a big plus
7) A good sense of humor

<u>TO APPLY:</u>
Submit a cover letter, resume, and writing sample to me via email at <u>reynoldsc@wittenberg.edu</u> or bring hard copies in person to my office (102 Hollenbeck) between 8:30 and 4:30 M-F, or send them through campus mail. Finalists for the position will be notified and in-person interviews will be scheduled before candidates are chosen.

APPLICATION DEADLINE IS APRIL 20th

 If you think you're up for it, send/bring me the goods by Thursday, the 20th (by 4:30pm). If you have any questions or concerns feel free to stop by my office or shoot me an email about them.