

Communications & Social Media Strategy: Civic Engagement & DukeEngage

We're looking for a creative, overly organized individual with a good work ethic and a better sense of humor. Must have strong writing skills and an interest in emerging and traditional communication strategies, namely: social media, video, digital marketing, web.

With our office, you'll learn communications skills that will strengthen your academic and professional work in the future. And you'll support programs that help prepare Duke students to serve nonprofits and community organizations all over the world.

Interested? You may be the perfect fit for the Duke civic engagement communications team.

Specific responsibilities will include but are not limited to:

- Assisting with social media strategy and implementation
- Finding and/or creating content (articles, photos, videos) for the DukeEngage and ACE Athletes website
- Helping to develop and execute a plan to increase video assets
- Supporting our departmental marketing and evaluation/assessment efforts
- Editing and proofreading materials for print and web
- Assisting with on-campus event preparation and staffing

The successful candidate will demonstrate the ability to work independently – and with our team. We're looking for someone who will embrace real responsibility, make real contributions and enjoy learning alongside our supportive, friendly colleagues.

Flexible schedule to accommodate your classes, 8-10 hours per week, \$10-11/hour depending on experience. Our office is located in Smith Warehouse, next to East Campus.

To apply, you must have current work-study verification papers. Incoming first-year students encouraged to apply.

Please send us:

- (1) an email describing your relevant skills and experience and why you are a good fit for this position – include your work-study allocation amount per semester and whether it is Duke or Federal
- (2) your resume
- (3) a sample of your writing and/or video projects
- (4) two references (preferably work-related or volunteer-related).

Apply to: Cathy Ashby ('92) Stamm, DukeEngage, Director of Communications,
cathy.stamm@duke.edu