



**Student Assistant Position  
Academic Engagement and Transition Programs**

**Description:** Assistant Web Manager/Office Assistant/Social Media Assistant

**Examples of Responsibilities Include:** Design, create, update and maintain web pages and other web communications; social media campaigns, general office assignments and other duties as assigned.

**Hours:** Up to 8 hours per week during academic sessions.

**Starting Salary:** \$12.50 per hour

**Required Qualifications:** Qualified student must have computer and software skills; working knowledge of the WordPress platform and be able to write error-less html code; must have the ability to modify an html file by utilizing inline css; have knowledge of the Adobe Creative Suite, primarily InDesign, Illustrator and Photoshop; interact with the public through implementing content strategies on social media platforms: Twitter, Instagram and Facebook; duties include creating engaging graphics, thoughtful messages and to plan digital campaigns to engage our first-year community online; requires use of e-mail, Microsoft Office programs with typing speed and accuracy starting at 40 wpm; general office skills in managing and organizing project deadlines for complex projects; well-developed interpersonal, communication and time management skills; ability to function in a busy, fast-paced office that frequently focuses on projects that require accuracy; skilled in executing assignments given from multiple sources; confidentiality skills a must.

**Desirable Qualifications:** Prior experience working in a professional office environment in addition to web maintenance; interest in working through senior year.

**Application Deadline:**

Rolling Deadline

**How to Apply:**

Send a cover letter and resume with two references to  
Barbara Smith, Program Management Specialist  
Email: [bsmith@umbc.edu](mailto:bsmith@umbc.edu)