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STEP Technology & Social Media Intern

UW Oshkosh Academic Advising (UARC) (/employers/25457)

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Time%0A%0D%0A%20%20%20%20%20%20%20%20The%20UARC%20is%20looking%20to%20hire%20an%0Aundergraduate%20student%20with%20excellent%20verbal%20and
motivated%2C%20creative%2C%20reliableDetail%20oriented%20with%20the%20ability%20to%20work%20in%20a%20multi-faceted%20and%0Afast-
paced%20environmentHighly%20ethicalExceptional%20time%20management%20skills%0A%0AJob%20Duties%3A%0A%0A%0A%0A%0A%0A%0A%0A%0A%0A%0A%0A%0A%0A

The UARC is looking to hire an undergraduate student with excellent verbal and written communication, technical, organizational and problem solving skills. This student will he

Estimated hours per week: 4 **Duration:** 30 weeks

Qualifications for the Position:

- Journalism/Marketing/Communication/English/Art/IWM background preferred
- Earned at least 45 credits with a minimum 2.5 GPA (2.75 preferred)
- Experience using Social Media, MS Office, Google programs
- Strong communication skills
- Self-motivated, creative, reliable
- Detail oriented with the ability to work in a multi-faceted and fast-paced environment
- Highly ethical
- Exceptional time management skills

Job Duties:

- Design, update and maintain UARC website to communicate necessary information to students and faculty/staff users
- Assist in developing and executing a schedule of social media campaigns to supplement UARC marketing and communications
- Ensure communication via social media and status of accounts complies with University branding policies

Required Application Materials:

- Resume
- Cover Letter
- Writing Sample (blog, website, graded paper, etc.)
- Contact information for two references, one on campus, preferably

How to apply

Please submit required application materials via Handshake or by email to:
Lauren Koerwitz
koerwitl@uwosh.edu