Marketing – Social Media Assistant

University of Wisconsin Colleges Southeast Region – Continuing Education

Approximately 10-20 hours per week

Schedule is flexible; some weekends required. Please note: this position is available yearlong. Summer 2016 hours are available.

Payrate: $8.75/hour

Duties & Responsibilities

The person in this position will be responsible for working with office team members to develop and implement a social media strategy for the Southeast Regional Continuing Education departments. This will encompass UW-Waukesha, UW-Washington County, and UW-Sheboygan Continuing Education. Responsibilities will include social media posts, email marketing campaigns, posts to local online news sources, the maintenance and upkeep of Facebook, Twitter, and LinkedIn accounts, as well as the upkeep of all three department’s webpages.

Required Qualifications:

- Proficiency in Microsoft Office 365 applications
- Proficiency in InDesign and/or Photoshop or the program equivalent
- Detail orientated
- Time management skills

Preferred Qualifications:

- Ability to work with minimal supervision
- Strong interpersonal skills
- Strong problem solving skills
- Experience in email marketing systems or html
- Experience in designing flyers or marketing pieces

Work Site:

University of Wisconsin Waukesha, Continuing Education Office
1500 N. University Drive Waukesha WI 53188 Northview Building Room N062

How to Apply:

Send letter of interest and résumé to: Holly Wehrhahn, Southeast Regional Continuing Education Director
University of Wisconsin Waukesha, Continuing Education Office
1500 N. University Drive Waukesha WI 53188 Northview Building Room N062