News and Information Job Description

Position Summary

The OIT News & Information Student Communications Consultant will help develop and maintain OIT’s new social media campaign, update the OIT Web site, and produce written and visual materials to inform customers (faculty, staff and students) of OIT products and services.

This job averages between 8-10 hours per week. The office is located in American Tobacco and requires some in-office work during regular business hours. Some work may be done remotely.

Duties & Work Performed

- Monitor and post to social media using Hootsuite and other methods.
- Track social media metrics
- Maintain content on OIT Web sites using designated content management systems
- Create compelling visuals (photos, infographics, flyers etc) for news items that may be used in a variety of channels.
- Record audio and video stories as assigned, and prepare files for distribution via the OIT site and others.
- Provide guidance on the best ways to communicate critical information about Duke's information technology infrastructure and services to students and assist with the design, development and analysis of customer surveys
- Perform other duties as assigned.

Experience & Skills

- Excellent written and verbal communication skills
- Ability to think visually and use simple tools to create graphic visuals and video to convey messages.
- Aptitude with a variety of social media.
- Experience creating visual representation of information preferred.
- Experience with website content maintenance preferred, including experience with CMS systems like Wordpress, Drupal or Confluence.

Incentives

- Starting wage is $10/hour, with opportunities for increases the longer you stay in the program
- OIT offers multiple opportunities for paid training and skill development for student employees

How to Apply

Students who are interested in applying should fill out the online application at http://oit.duke.edu/help/swat/join.php. Questions about the position can be directed to Erin Nettifee at erin.nettifee@duke.edu