Web Communications Assistant

The University Libraries is seeking a student assistant to work with the Libraries Communications Team.

Responsibilities
Assist with social media postings; website updates; Library sponsored events; and other miscellaneous duties. Office assistant duties include data entry, conducting research and making deliveries/pickups on campus.

Qualifications
- Excellent communication (oral and written) and presentation skills.
- Well organized with accurate attention to detail.
- Ability to work independently once a task has been explained.
- Basic HTML knowledge is a plus, but not required.
- Available to work on the North campus during normal business hours (Monday through Friday 9 a.m. - 4:00 p.m.)

Application Process
You must be registered for classes and possess a social security number to work as a student assistant. To apply for this position, please submit a cover letter explaining why you would like to work for the University Libraries along with your resume to Kristopher Miller (kjmiller@buffalo.edu).

Pay
$15.00 per hour. Maximum 10 hours per week.