

# 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.

## 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 ([kjmillier@buffalo.edu](mailto:kjmillier@buffalo.edu)).

## 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.)

## Pay

**\$15.00 per hour.** Maximum 10 hours per week.