

Student Communications Assistant

Applications are being accepted for a student assistant to work with University Libraries Communications.

Responsibilities

Coordinate social media postings; Assist with 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).

Qualifications

- Demonstrate strong social media skills
- Possess excellent oral and written communication skills
- Be well-organized with good attention to detail
- Ability to work independently once a task is outlined and explained
- Be a current UB undergraduate or graduate student

Pay/Availability

\$12.00 per hour. Available to work on the North campus during normal business hours (Monday through Friday 8:30 a.m. - 5:00 p.m.)