



Job Title	Social Media Project Assistant
PVN ID	JJ-2409-006443
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Center for Cybercrime Studies
Status	Part Time
Hourly Rate	\$30.00-\$30.00
Hour(s) a Week	14.00
Closing Date	Nov 10, 2024 (Or Until Filled)

General Description

The Social Media Project Assistant reports directly to the Project Director and Co-Principal Investigator. The position carries out day-to-day social media and promotion operations for the Center for Cybercrime Studies and a related Bureau of Justice Assistance Grant.

This position is part-time at 14 hours a week and is 100% in-person. Work will be done on campus at John Jay College.

Other Duties

- Manage the Center's social media accounts on platforms such as LinkedIn and Instagram.
- Create content for the John Jay College Center for Cybercrime Studies website and manage website pages to keep up to date.
- Create social media and website content to promote the Center and increase engagement.
- Coordinate and schedule regular content related to the Center's day-to-day operations and events.
- Keep constituents updated on research conducted by members of the Center.
- Maintain statistical analysis related to the engagement and interactions of constituents with social media content.
- Other duties as assigned.

Qualifications

Minimum Qualifications

- Bachelor's degree in marketing, communications, social media, creative media, digital marketing, social

communication, or a related field.

OR

- Relevant experience creating social media content and managing multiple social media pages.
- Knowledge of standard applications, including but not limited to Instagram, LinkedIn, Wordpress, Word, Excel, and DocuSign.
- Ability to use various platforms to create promotional graphics.
- Strong work ethic, high degree of professionalism, and personal integrity with an understanding of the need to maintain confidentiality, safeguard information, and handle documents with sensitivity.
- Demonstrated ability to multi-task and handle the variable workflow of a busy office environment.
- Positive attitude, flexible and creative approach to problem-solving.
- Strong written and oral communication skills.

Preferred Qualifications

- Experience with social media and promotion.