Job title: Social Media Intern
Division: WiSCI (Women in Science) Network
Job Type: Virtual, remote
Employment type: Unpaid, part-time, class credit available
Duration: End of Spring 2021 semester; ongoing option available
Start date: ASAP

Description:

Organizers from the WiSCI (Women in Science) Network at Colorado State University are seeking a self-motivated student who is looking to develop their skills in social media content creation and management.

The student will be responsible for managing the WiSCI social media feeds to help promote WiSCI events and content related to the WiSCI mission. The Social Media Intern is responsible for developing social media campaigns to boost attendance at WiSCI’s quarterly event and also work toward promoting the Annual Women in Science Symposium, to be held on April 22, 2021.

This position reports to Dr. Julie Moreno, an assistant professor in the Department of Environmental and Radiological Health Sciences at CSU. The Social Media Intern is expected to work between 2-5 hours per week. This is an unpaid position; however, there is a possibility of receiving class credit in Spring 2021 via an independent study or honors thesis project.

The WiSCI Network at Colorado State University is a community of CSU faculty, staff, and affiliates who aim to improve the diversity of voices present in leadership roles at Colorado State University and beyond. WiSCI’s mission aims to advance the careers of innovative women by linking arms with people of all genders, all races, all colors, and all ages.

For inquiries or questions, contact Julie Moreno at Julie.moreno@colostate.edu.

Required documents: Please provide a brief resume and cover letter and a proposal about how you would have promoted WiSCI’s September 2020 event, “COVID-19 Impacts: Perspectives from Women in Science” if you held this position. The proposal can be submitted in any format you see fit.

Optional documents: Sample of a social media post you have created in the past

Job duties:
- Manage WiSCI social media, including Facebook, Twitter, and LinkedIn
- Create dynamic written, graphic, and video content
- Optimize content using search engine optimization (SEO) and paid advertising
- Promote audience interaction, increase audience presence and participation on social feeds
- Employ social media analytics to monitor audience participation and growth
- Propose new ideas and concepts for social media content
- Use a social media calendar and scheduling tools to publish consistent stream of engaging content
- Write and develop an e-newsletter to WiSCI subscribers
- Manage social media communications
- Must design content in accordance with ADA accessibility requirements
- Possibly assist WiSCI organizers with large projects, events, and community management

**Required skills:**
- Must have a demonstrated familiarity with a variety of social media platforms
- Must have strong communication skills
- Must be enrolled as an undergraduate student at CSU

**Preferred skills:**
- Experience with photography, videography, and graphic design for content creation
- Self-motivated, detail-oriented collaborative spirit

**Job location:** Fort Collins, CO