

Form Name: Student Employment Job Description
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Location:

Job Title	Student Content Creator
Department	Office of University Relations
Contact Person	Nicole Manges
Title	Content Developer
Email	nmanges@huntington.edu
Phone	(260) 359-4384
Federal Work Study Only	No
Number of Positions	1
Start Date	08/29/2022
End Date	04/21/2023
Hours Per Week (10-15 max)	7
Wage Rate	8.00
Application Deadline	08/29/2022

Describe the essential functions and duties:

The Student Content Creator will collect, write, and produce written and verbal content under the direction and guidance of the Content Developer.

Collect:

- o Accompany the Content Developer to some interviews and content-heavy meetings
- o Set up interviews and send out requests for content

Write:

- o Create original text for projects as assigned
- o Assist in implementing a content strategy

Produce:

- o Edit text using the HU Style Guide
- o Transcribe audio/video clips

Required Qualifications

This student should have strong writing skills, be able to work on multiple projects at once, and be willing to be a flexible member of a fast-paced creative team. Basic formatting skills in Microsoft Word are required.

Proficiency	Microsoft Word Microsoft Excel
Preferred Qualifications:	Experience with Microsoft Excel and basic audio/video editing skills are appreciated.
Professional Competencies:	Ability to work in a team structure. Ability to make decisions and solve problems. Ability to plan, organize and prioritize work. Ability to verbally communicate with persons inside and outside the organization. Ability to obtain and process information. Ability to create and/or edit written reports. Ability to sell or influence others.
Appropriate Dress:	Business casual (khakis)
Student Contact Procedure	Email
Student Contact Email	nmanges@huntington.edu