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| **Title of Position** | Social Media Assistant |
| **Department** | Various |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.08 Collect, compile, record and/or consolidate data/information (ie. statistical purposes)

2.00 Contribute to the creation of visual and written content for digital media (blogs, social channels such as Facebook, Twitter, Instagram, LinkedIn)

2.01 Attend college and/or employee functions to generate social media content

2.02 Working with the College community, assist with the promotion of student and/or employee initiatives and/or awareness campaigns

4.05 Conduct basic research

10.00 Other duties as required

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Prior experience in a customer service environment
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* Proficient knowledge and experience with a variety of social media platforms
* Good organizational skills
* Ability to work with and maintain confidential records
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment such as photocopies, fax machines, etc.
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail