



Job Announcement

Digital Media and Branding Assistant

Educational Talent Search (ETS) is seeking a highly motivated, enthusiastic individual looking to gain experience in various media platforms. The Digital Media and Branding Assistant will be responsible for assisting in the creation of high-quality and engaging media and print content, ensuring that designs align with ETS's standards and elevates the ETS brand.

HOURLY PAY RATE: \$15-\$17

SCHEDULE:

Work between 10-15 hours weekly

Regular schedule will fall between Monday - Friday

Occasional evening and weekend hours required

Hours can be arranged around class schedule

RESPONSIBILITIES:

- Assist in brainstorming and creating timely and effective content for print and digital advertising, posters, banners, flyers, website, social media, and other promotional materials.
- Engage with program participants and community partners through content creation and ideas, while ensuring that communication messages and brand is consistent across all media platforms.
- Work closely with the social media committee team in evaluating and analyzing social media analytics and identifying new ways for improvement.
- Assist with capturing, creating, and editing photography, and videography related to ETS events and programming. Research and share new technologies, theories, practices, marketing, branding, and techniques for all media platforms.
- Aid in researching various departments, such as, CSUF Digital Print Services, IT, CSUF Brand Central and other relevant departments on campus, and any off-campus media production companies as necessary.
- Report to supervisor periodically about the status of assigned projects.
- Attend staff meetings and staff development sessions (including mandatory meetings).
- Represent ETS and the Center for Educational Partnership (CEP) programs and California State University, Fullerton (CSUF) during university and community events.

QUALIFICATIONS:

- Current college student in good academic standing with a minimum G.P.A. of 2.5
- Working knowledge in digital marketing, social media, graphic design and software used for such projects e.g., Photoshop, In Design, Illustrator Programs, etc.)
- Understanding of social media platforms (e.g., Facebook, Twitter, Instagram, etc.)
- Ability to work in a team, as well as independently
- Efficient in setting goals, prioritizing, and completing tasks, while being highly responsive to feedback
- Willingness to learn about different software, platforms, and equipment necessary to complete given tasks
- Creative and artistic skills
- Strong verbal, written, and organizational skills
- Ability to speak and write in Spanish, preferred

Priority Application Deadline: Sun. April. 4th
Apply now at
fullerton.edu/talentsearch/employment

OPEN UNTIL FILLED, APPLY NOW!