

On-campus Job Leads >> <https://jobs.siu.edu/view-all-jobs--student>

Promotional Writer

Position ID#:

C.ST.4000NS008.00

Req #:

S1800648

Job Category:

Student Employment

Position Classification:

Clerical & Office Related

Type of Position:

Federal Work Study Only

Department:

Office of Economic and Regional Development-SIUC

College:

Carbondale Campus

Position Summary:

The Small Business Development Center (SBDC) is looking to fill a position for a writer to interview local entrepreneurs, write articles, and promote the center's work.

The SBDC is a free resource for small business owners in southern Illinois. The center assists entrepreneurs with starting and growing businesses. More information about the center and services provided are at <https://sbdc.siu.edu>.

Primary tasks and responsibilities

- Interviewing local entrepreneurs and writing articles about their business and how the SBDC assisted them.
- Managing the promotion of articles and SBDC services on social media
- Writing and publishing monthly newsletters
- Editing informational guides
- Some front desk support

Requirements

- **Federal Work Study Eligible**
- Journalism, English, marketing and/or advertising background
- Strong writing, research and interviewing skills
- Reliable transportation is a MUST since Dunn-Richmond is located adjacent to the main campus

Required Documents:

Resume/CV, 3 writing samples

Required Documents:

Resume/CV, Student Employment Referral, Writing Samples

Contact Email:

greg@siu.edu

Contact Phone #:

618-453-5155

<https://jobs.siu.edu/job-details-st?jobID=8652&job=promotional-writer>

Social Media Manager

Position ID#:

C.ST.2000NS023.00

Req #:

S1700129

Job Category:

Student Employment

Position Classification:

Art/Design, Media/Entertain

Type of Position:

Federal or Non-Federal Work Study

Department:

University Communications and Marketing-SIUC

College:

Carbondale Campus

Position Summary:

Assist in the moderation and administration of university social media channels. Assists them in creating and curating content for all social media sites. Actively engaged with the university community by attending events and tweeting/posting photos, videos, and written content. Generate reports on social media metrics and be able to breakdown the data in each report. Research trends and incorporate new ideas into current social media plan Education and experience in social media metrics and analytics. Strong understanding of social media culture and community management. Excellent grammar and communication skills.

Required Documents:

Student Employment Referral

Contact Email:

tamcook@siu.edu

Security/Safety Sensitive:

N/A

<https://jobs.siu.edu/job-details-st?jobID=8685&job=social-media-specialist>

Social Media Specialist

Position ID#:
C.ST.2000NS011.00

Req #:
S1800663

Job Category:
Student Employment

Position Classification:
Art/Design, Media/Entertain

Type of Position:
Federal or Non-Federal Work Study

Department:
School of Journalism-SIUC

College:
College of Mass Communication and Media Arts-SIUC

Position Summary:

The Daily Egyptian is seeking a social media specialist. Must have a flexible work schedule and professional knowledge of social media sites. On the job training provided. Federal work study preferred. Please contact editor@dailyegyptian.com.

Required Documents:
Resume/CV, Student Employment Referral

Contact Email:
editor@dailyegyptian.com

Contact Phone #:
618-536-3311

Security/Safety Sensitive:
N/A

<https://jobs.siu.edu/job-details-st?jobID=6604&job=social-media-manager>

Athletics - Marketing

Position ID#:

C.ST.2000NS020.00

Req #:

S1800495

Job Category:

Student Employment

Position Classification:

Art/Design, Media/Entertain

Type of Position:

Federal or Non-Federal Work Study

Department:

Intercollegiate Athletics-SIUC

College:

Carbondale Campus

Position Summary:

Duties include, but are not limited to:

- Help the Assistant AD for Marketing in the execution of the marketing plan which includes increasing student attendance, brand awareness, ticket sales, and fan engagement;
- Oversee and execute gameday promotions during Saluki Athletic events;
- Carry out marketing plans weekly which include athletics poster distribution, marketing tables, on campus advertising, gameday set up, etc;
- Help manage the Brown Dawg's Kids Club and activities;
- Interact with alumni, fans, and students during athletic events;
- Work with the marketing staff and other campus groups to spread the word about athletic events;
- Assist in the planning process and development of a marketing plan for ticketed sports.

Qualifications: Able to work week nights and weekends, marketing experience preferred but not required, maintain good standings in the classroom, ability to work well with others, provide good customer service, and good communications skills are a must.

Required Documents:

Class Schedule, Resume/CV, Student Employment Referral

Contact Email:

marissa.poppe@siu.edu

Contact Phone #:

453-5153