

MARCOM STUDENT ASSISTANT

Division: Support Services **Department:** Marketing & Communications (MarCom)

Experience: Entry-level **Job Code:** FWSPRSTDAST

Supervisor/Reports To: Kate Hensley **Start Date:** 8/25/2025

Support the Marketing & Communications department with tasks related to photography, videography, social media content creation, and office duties. Ideal for creative students with an interest in digital media, storytelling, and communications.

Responsibilities and Career Competencies:

1. Capture photos and videos at campus events – C, T, P
2. Assist with planning and executing social media content – C, T, TW, CT
3. Edit photos and videos for use on digital platforms – C, T, P, CT
4. Provide clerical support such as filing, answering phones, and greeting visitors – C, P
5. Brainstorm and pitch new content ideas – C, CT, L
6. Help organize and maintain MarCom archives and digital assets – C, T, P

Competencies/Skills: Communication (C), Teamwork (TW), Professionalism (P), Career & Self Development (CSD), Critical Thinking (CT), Community Transformation (CTR), Leadership (L), Technology (T)

Preferred Skills: Word, Excel, PowerPoint, Social Media & New Technology, Adobe Creative Cloud, strong active listening abilities, attention to detail, written & verbal communication, willingness to learn new things.

Work Schedule: Monday–Friday, flexible around class schedule, up to 10 hours per week.

Work Conditions: Office and event settings; may include indoor and outdoor environments.

Physical Demands: Keyboarding, lifting up to 25 lbs, carrying camera equipment.

Number of Positions: 2

Pay Rate: \$8.75/hour

Location: Administration building, 1st floor

To Apply: Complete required sections of application and upload resume.

Application Notes: Resumes and applications will be reviewed to determine if you meet the required qualifications for the position. If you meet the qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.