Job Title: CARTA Social Media Intern | Content Strategy Assistant

Job ID: 516890

Location: Modesto A. Maidique Campus

Reports to: Maria Elena Villar

Department Access: Jessica Delgado, Maria Elena Villar, Gabby D. Portela

HR Access: Sunem Roque, Sharon Spallone

About FIU
Florida International University is classified by Carnegie as a R1: Doctoral Universities - Highest Research Activity and recognized as a Carnegie engaged university. It is a public research university with colleges and schools that offers 196 bachelor’s, master’s and doctoral programs in fields such as engineering, computer science, international relations, architecture, law and medicine. As one of South Florida’s anchor institutions, FIU contributes almost $9 billion each year to the local economy. FIU is Worlds Ahead in finding solutions to the most challenging problems of our time. FIU emphasizes research as a major component of its mission. FIU has awarded more than 220,000 degrees and enrolls more than 54,000 students in two campuses and three centers including FIU Downtown on Brickell, FIU@I-75, and the Miami Beach Urban Studios. FIU’s Medina Aquarius Program houses the Aquarius Reef Base, a unique underwater research facility in the Florida Keys. FIU also supports artistic and cultural engagement through its three museums: Patricia & Phillip Frost Art Museum, the Wolfsonian-FIU, and the Jewish Museum of Florida-FIU. FIU is a member of Conference USA and more than 400 student-athletes participating in 18 sports. For more information about FIU, visit http://www.fiu.edu/.

Job Summary
The College of Communication, Architecture + The Arts, Office Of The Dean, is seeking a motivated, resourceful and tech-savvy student to serve as a Content Strategy Assistant intern to be part of the Communications Team. The intern will work with the Dean’s office communication team to ensure that content on all digital communication vehicles in clear, up-to-date, relevant and aligned with overall communication objectives for the college. The Content Strategy Intern Intern will work with the Webmaster and the account managers to conduct quality and accuracy checks for all websites and social media pages, update content, identify errors, and propose ways to advance strategy. Applicants should have strong writing skills and attention to detail, as well as proficiency with social media and Wordpress (or similar web platforms).

Duties include:

- Conduct weekly quality assurance checks of all web and social media content representing CARTA
- Communicate with webmaster and account managers to update content and correct errors
- Execute tasks on editorial calendar for the college
• Identifying gaps in content and recommend new topics/content
• Update web banners and links.
• Under supervision of Director of Communication, create written, graphic or video content for CARTA communication channels.
• Work with relevant specialized software programs.
• At least 2 semesters of FIU work experience or related experience outside the University.
• Complete PowerPoint training.

Applicants should submit: a cover letter explaining your interest in communications in general and in this position specifically; a resume outlining your experience; and a list (with links as able) of any videos you edited, social media content, as well as any channels that you currently manage.

Minimum Qualifications
• Requires prior completion of FIU Service Excellence training or completion within first 30 days.
• Ability to work in a team setting.
• Intermediate level of Microsoft Word and Excel.
• Knowledge of PC operations and specialized software.
• Ability to take direction and work independently as needed.
• Ability to maintain confidentiality when dealing with highly sensitive information.

Job Category
Student Assistant

Student Disclosure
Applicants must be currently enrolled as a student at FIU with a minimum of 6 credits as an Undergraduate student or 3 credits as a Graduate student.

Work Schedule
20 hours per week.
Hours must be flexible - most hours will be within FIU normal business hours (8:30 AM - 5:00 PM), but some nights and weekends will be expected.

Advertised Salary
$10/hr

Pre-Employment Requirements
Criminal Background Check
This student appointment may be subjected to a pre-employment background check.

How To Apply | Prospective Employee
If you have not created a registered account, you will be asked to create a username and password for use of the system. It is recommended that you provide an active/valid e-mail account as that will be the main source of communication regarding your status within the process.
In order to be considered eligible for the position as an internal candidate, departmental staff must meet minimum requirements of the position, be in good performance standing, and have been continuously employed at the University for at least six months.

Before you begin the process, we recommend that you are prepared to attach electronic copies of your resume, cover letter or any other documents within the application process. It is recommended that you combine your cover letter and resume/curriculum vitae into one attachment. Attached documents should be in Microsoft Word or PDF format. All applicants are required to complete the online application including work history and educational details (if applicable), even when attaching a resume.

*This posting will close at 12 am of the close date.

**How To Apply | Current Employee**

As a current employee, you must log into Employee Self Service (ESS) to apply for this and any other internal career opportunity of interest.

In order to be considered eligible for the position as an internal candidate, departmental staff must meet minimum requirements of the position, be in good performance standing, and have been continuously employed at the University for at least six months.

Before you begin the process, we recommend that you are prepared to attach electronic copies of your resume/curriculum vitae, cover letter or any other documents within the application process. It is recommended that you combine your cover letter and resume into one attachment. Attached documents should be in Microsoft Word or PDF format.

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**Disclosures**

**Clery Notice**


To obtain a paper copy of the report, please visit the FIU Police Department located at 885 SW 109th Avenue, Miami, FL, 33199 (PG5 Market Station).

**Pay Transparency**

Florida International University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation
information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information.

FIU is a member of the State University System of Florida and an Equal Opportunity, Equal Access Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.