



Student Employment Opportunity

Social Media Marketing Assistant

Office of Communications and Marketing

Students needed	1
Position duration	Position begins immediately and is renewable each semester based on performance, availability, and the needs of the department.
Scheduled work hours	10 hours per week. Hours are flexible to accommodate the students' class schedules.
Requirements	Work-study eligibility preferred. Students must be in good academic standing. The ideal candidate will be creative, organized, and capable of self-directed work. Candidates who are proficient in writing and possess a strong familiarity with Facebook, Twitter, Instagram, and YouTube are preferred.
Position description	The Office of Communications and Marketing at IUPUC seeks a social media marketing assistant who can assist with campus social media efforts. The candidate will have the opportunity to assist in creating and executing a monthly strategy of posts to all social media outlets and to create content for use in social media and the IUPUC website.
Application Deadline	If interested, please download and complete an application at http://www2.iupuc.edu/about/iupuc-jobs/ and return it to: Carol Kostrzewsky IUPUC Associate Director, Career Services 4555 Central Avenue, LC 1209 Columbus, IN 47203 Phone: 812.375.7527 E-mail: ckostrze@iupuc.edu

IUPUC is an EEO/AA employer, M/F/D/Veteran.



**OFFICE OF
CAREER SERVICES**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
COLUMBUS

www.iupuc.edu/careerservices

Phone: 812-375-7527

Fax: 812-314-8523

STUDENT EMPLOYMENT APPLICATION

Position you are applying for: _____

PERSONAL INFORMATION

Last name	First name	M.I.	Student id number: 000 _ _ _ _ _
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Major(s):	College level: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate
Expected graduation date:	

HOME ADDRESS

Street	City	State	Zip
Email address:	Home phone number:		
	Mobile phone number:		

EMPLOYMENT INFORMATION

Have you previously worked at IUPUC? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible for federal work-study? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many credit hours are you enrolled this semester?	How many hours a week are you available to work?
Are you eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PLEASE INDICATE THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

SPECIAL JOB SKILLS

Skill	Please describe any additional skills below:
<input type="checkbox"/> Typing	
<input type="checkbox"/> Computing	
<input type="checkbox"/> Languages	
<input type="checkbox"/> Other	

WORK RELATED EXPERIENCE/VOLUNTEER WORK

Employer name and address	Job duties and responsibilities	Dates employed

		From:
		To:
		Hours per week:
Employer name and address	Job title and responsibilities	Dates employed
		From:
		To:
		Hours per week:
Employer name and address	Job title and responsibilities	Dates employed
		From:
		To:
		Hours per week:
<p>Student _____ signature: _____</p> <p>Date: _____</p> <p>My signature affirms that the information on this application form is accurate. Note: Employment offers will be contingent upon successful completion of a criminal background check and E-Verify.</p>		

RETURN APPLICATION TO:

Carol Kostrzewsky
 Office of Career Services
 Indiana University-Purdue University Columbus
 4555 Central Avenue LC 1205
 Columbus, IN 47203

You may also e-mail this application as an attachment to: ckostrze@iupuc.edu