



Social Media and Website Editor at the Christa McAuliffe Center

Job Description:

- Create and edit McAuliffe Center website landing pages as needed
- Maintain McAuliffe Center social media accounts (Facebook, Twitter)
- Design, create and manage social ad campaigns that increase public awareness of McAuliffe Center activities
- Assist in the design of Facebook Timeline cover, profile pic, thumbnails, ads, landing pages, Twitter profile, and blog
- Listen to and engage with McAuliffe Center audiences through social networks
- Create and manage event registration system

Requirements:

- Proficient in multiple social media platforms and management tools
- Proficient in Wordpress
- Strong knowledge of HTML preferred
- Proficient in use of photo and video equipment
- Strong photo editing skills
- Comfortable with problem solving of technical issues
- Self-motivated
- Detail oriented
- Organized
- Good verbal and written communication skills
- Exhibits professional demeanor

McAuliffe Center office hours 9:00am – 4:00pm

Internship weekly hours: 10

How to Apply:

- Submit a résumé that includes all related coursework
- Submit a one-page cover letter that addresses all the following questions: Why are you interested in this position? What skills can you bring to the position? What do you hope to get out of this experience?
- Submit name and email address for three references. Two of your three references must be Professors with whom you have studied.
- Email all application documents to **both** iporro@framingham.edu and epagliuca@framingham.edu

Additional Information:

Framingham State University conducts Criminal Offender Record Information (CORI) checks relative to prior criminal convictions and pending cases, as well as Sex Offender Registry Information (SORI) checks relative to prior sexual offenses committed as an adult or juvenile on final candidates prior to an offer of employment for all positions. Framingham State University requires specific written authorization to conduct background checks. Failure to provide such authorization shall preclude your application from receiving further consideration.

Framingham State University is an equal opportunity/affirmative action employer.

Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

About the Christa McAuliffe Center:

Our vision is to foster a community of lifelong learners by providing innovative, integrated STEM pedagogies, practices, and programs that are accessible to all audiences. Our mission is to lead the Commonwealth of Massachusetts in K-16 integrated STEM learning through the sharing of resources, building of partnerships, and advancement of educational practices.