

To apply:

1. Read the job description carefully.
2. Fill out the form below and save to your desktop.
3. Send an email to studentapp@library.umass.edu with the name of the position in the subject line and your application (and any supporting documents) attached. Mac users should not use Preview to complete the application, please use Adobe Reader.

W. E. B. Du Bois Center Communications Assistant Job Description

One of the key objectives of the W. E. B. Du Bois Center in 2019/2020 is to reach new audiences both on and off campus. An increase in digital output through social media and the Du Bois Center website will form part of this effort, as will a publicity campaign that will promote the work of the center and the Du Bois papers in Special Collections University Archives (SCUA). The Du Bois Center Communications Assistant will be responsible for assisting with efforts to publicize, promote, and advance the Du Bois Center and its strategic objectives using the full range of available media.

Examples of Duties

- Digital Media: Providing support to the Program Manager in keeping the website updated as well as the Facebook page, Instagram and Twitter profiles of the Du Bois Center, producing engaging content that will help increase and widen the audience engaging with the center
- Content production: Produce short news items for the website about events at the Du Bois Center and Du Bois-related stories from UMass and the wider community. The Communications Assistant will also have responsibility for photographing events at the Du Bois Center and producing video content for the center's YouTube channel
- Audio and video editing: Supporting the production of promotional videos and podcast episodes
- Enquiries: Respond to enquiries about the Du Bois Center by phone and email
- Other duties as assigned

Minimum Qualifications

- Ability to take initiative, work independently, follow through and meet deadlines
- Excellent social media skills and proven experience with Facebook, Instagram, and Twitter
- Experience with building and maintaining web-pages (WordPress experience preferred but not essential)
- Audio / video editing experience
- The ability to provide exemplary customer service
- Excellent organizational, verbal and written communication skills
- Excellent interpersonal skills including tact, diplomacy, enthusiasm, and confidence
- Ability to handle personal information with extreme confidentiality
- Ability to assist Du Bois Center staff or affiliated students with hardware and/or software questions
- A commitment to the maintenance of an environment of inclusiveness, openness and respect at the Du Bois Center

What is your understanding of the significance of W. E. B. Du Bois and his legacy?

What do you think are the key elements of a successful publicity campaign?"

Student Information Sheet UMass Amherst Libraries

Date _____ Spire #: _____

Name (Last) _____ (First) _____ (M.I.) _____

Local Address _____

Phone _____ Email _____

Class of 20 _____ Major _____

Do you have a work-study award? YES NO

Have you worked on campus before? YES NO

Have you worked for the Libraries before? YES NO

Will you have another job on campus during this semester? YES NO

If yes, in which department is your other job? _____

Check all that apply:

- Undergraduate Student
- Graduate Student

Resident Status:

- U.S. Citizen
- F1
- J1
- Resident Alien

Availability (Please list the hours you are available):

	Overnight (12 midnight-8 a.m.)	Morning (8 a.m.-12 noon)	Afternoon (12 noon-5 p.m.)	Evening (5 p.m.-12 midnight)
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Employment Record: List last job held. (Optional: Attach resume)

Company/Organization _____ Dates of Employment _____

Supervisor's Name _____ May we contact? YES NO

Job Duties:

For Library Supervisor to fill out:

Employment Period	Start Date	Library Department	Pay Grade	Pay Rate	Hours Per Week	Supervisor's Signature
<input type="checkbox"/> Academic Year <input type="checkbox"/> Summer			<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D			

For Library HR:

Employee ID _____ Rec #: _____ W/S: YES NO