



**Title:** Graphic Design and Social Media Graduate Assistant

**Unit:** Center for Latin American & Latino Studies

**Semester:** Spring 2018, with possible extension

**Hourly Rate:** \$15

**Work Hours per Week:** 10-15 as needed

**Job Description:**

The Center for Latin American & Latino Studies (CLALS) engages scholars and practitioners to promote cutting-edge research to enrich understanding of Latin America and of Latino communities in the U.S. CLALS is hiring a graduate student to provide graphic design and social media support for the Spring 2018 semester, with possible extension into the summer and subsequent academic year.

The Graduate Assistant will provide support related to graphic design, social media, and website tasks, working directly with Center staff. S/he will be responsible for creating and disseminating content across various social media platforms, including Twitter and Facebook. S/he will also create logos, event flyers, and other graphics for the Center's social media platforms, website, and publications. S/he will also provide support for the CLALS website, including updating and maintaining content. The Graduate Assistant may also be called upon to provide administrative and logistical support as the need arises.

Candidates must be a student in good standing in one of American University's graduate programs. Preference will be given to candidates who are studying fields related to Latin America and/or Latino communities in the U.S., and have Spanish-language skills. Candidates must show attention to detail, the ability to manage multiple tasks simultaneously, and have the ability to set priorities and meet deadlines. Candidates must have working knowledge of Microsoft Office, Twitter, Hootsuite, Facebook, WordPress, and the Adobe Creative Suite (InDesign, Illustrator, Photoshop, and Acrobat Pro). Preferred candidates have experience with website maintenance through a content management system (CMS), and are familiar with HTML. Excellent social media writing and editing skills are also desired.

**Send resume and cover letter to Alexandra Vranas, Program Coordinator for the Center for Latin American & Latino Studies. Email: [vranas@american.edu](mailto:vranas@american.edu)**

**Application deadline EXTENDED through February 16, 2018.**