

Pay: \$15/hr for undergrad, \$18/hr for grad  
Weekly Hours: 10-15

Start Date: September

**Position Description:** The Institute of Computing and Cybersystems is looking for a student worker (open to Undergrad or Master's students) to assist with social media content creation, graphic design tasks, and with ICC events.

#### Social Media

The ICC posts at a rate of ~two posts a week during school semesters, and the posting schedule is overseen by the ICC's Research Coordinator. The student worker would be assigned tasks for at least one post a week. These posts highlight ICC member stories and research, institute news, on-campus events, and more. The Research Coordinator will often provide the information required to create these posts, but on occasion the student worker may be asked to conduct outreach with the subject of the post to acquire information.

#### Graphic Design

The ICC staff and members regularly request graphical design help for posters, logos, and other shareable materials. The student worker should be proficient in graphic design. ICC staff frequently uses Canva, but also has access to an Adobe suite of design products that will be made accessible to the student worker if preferred. You may also be given a role in Loomly, which is the platform used to manage all social media posts by the institute.

#### Events

The ICC currently hosts events around the year, including the Computing Showcase in early October/late September. The ICC student worker would be asked to help develop promotional materials for the event and assigned setup tasks on the days of events to assist.

#### More Information

The position is remote. Hybrid is optional - we can provide a working space for you in the ICC to use if you would like! Any assistance with ICC events would be in-person.

The ICC can accommodate visa working requirements in terms of working only during academic semesters or any limitation on hours eligible to be worked. The ICC cannot initiate a visa process or help apply for an H1B visa.

This position would report to the ICC Research Coordinator.