Student Job Available: Go to JOBS.OU.EDU

Job Number: 162175
Title: A Broader Impacts in Research (BIR) Digital Specialist in Training

Description
Work with others, i.e. faculty, administrators, staff, students to:
- Synthesize documents, articles, pictures, information and translate into a digital medium
- Create, developing, and managing websites specifically with OU CREATE
- Develop, managing, and maintaining, Facebook, twitter, snapchat, other social media outlets
- Explain and presenting metrics and data analytics
- Help in the video production process and creating digital media
- Create effective digital communication for others
- All other duties as assigned

General Requirements:
- Must be able to work at 5 Partners Place, located on the South Campus (across from Lloyd Noble Center) and periodically work on main campus
- Must be able to work 10-15 hours per week
- Must have completed at least one semester at OU
- Must be able to go to various campus locations on occasion

Required Education:
- Must be currently enrolled in the FALL 2016 Term as a student at the University of Oklahoma. Hiring contingent upon verification of current student status.
- Must attach Fall oZONE class schedule.

Required Attachments:
- References (3), cover letter, class schedule, academic transcripts

Skills:
- Ability to be highly creative
- Ability to problem solve with minimal information given
- Productive working independently and collaboratively
- Willingness to seek resources to fill information gaps for customers
- Willingness to approach issues and concerns with proactive, professional demeanor
- Strong organizational skills
- Extremely detail oriented
- Exceptional communication skills (written and verbal)
- Ability to meet deadlines
- Experience with website, video, and social media development

Physical Requirements:
- Ability to lift light objects
- Ability to use and/or carry a laptop
- Ability to reach including extending the arm or hand
- Able to engage in repetitive motions
- Able to feel including perceiving size, shape, temperature and texture
- Ability to speak including expressing oneself or exchanging information with others.
Dept. Preferences:
- Those who have developed a digital portfolio and their own website
- Those who are comfortable with on the job training
- Pleasant, professional, motivated, and a quick learner
- Those who can integrate what they do in the classroom with the functions they perform in the position

Special Instructions:

Work Schedule:
Primary location: United States- Oklahoma-Norman

Organization: Office of the Vice President for Research- Broader Impacts in Research

Schedule: Part time

Work Schedule: Position available, flexible around student’s class schedule, between 10-15 hours a week.

Salary range: $10, depending on level of experience, creativity, and digital story telling