

Job Description Card

General Information	
Job Title:	<u>Student Media Assistant</u>
Department:	Deanship of Admission and Registration – Sector of the Associate Provost for Student Affairs
Unit:	Deanship of Admission and Registration

Responsibilities and Duties
Job Purpose To support the Deanship of Admission and Registration in developing and organizing advertising and promotional content for admission and registration. The role includes assisting in content creation, basic design tasks, and preparing digital and print materials. Key Responsibilities and Duties • Assist in creating and editing visual content for digital platforms, including posters, social media posts, and promotional materials. • Support the preparation of informational brochures, banners, and flyers used in student outreach. • Help in organizing content for campaigns related to admission deadlines, registration procedures, and academic calendars. • Provide support during university events, including photography, simple video editing, or content setup (if needed). • Assist in organizing and archiving media materials and templates for future use. • Ensure that all created content complies with university branding and communication guidelines. • Perform general administrative support tasks as assigned, within the approved scope for student media assistants. • Strictly adhere to confidentiality policies and refrain from accessing or handling official student records or documents.

- Perform basic administrative support tasks as assigned by the immediate supervisor, within the scope permitted for a student assistant.

Scope of Work

Provide creative and logistical support limited to media and content development for outreach and communication purposes. This role does not include access to or handling of official student records, personal data, or internal administrative systems.

Work Schedule

During the semester upon students' availability and need.

Required Qualifications and Skills

- Must be a currently enrolled student at one of the university's colleges.
- Strong interest or background in graphic design, media, or digital communication.
- Basic proficiency in design software (e.g., Canva, Adobe Photoshop, or similar tools).
- Good communication skills and the ability to work collaboratively in a fast-paced environment.
- Attention to detail and commitment to quality in content creation.
- Adherence to confidentiality and university branding policies.