March 7, 2014

Website/Social Media Assistant

Career Classification: Education Outreach
Division: CEPA

Basic Purpose:
To support Educational Programs in the development of online resources for undergraduates interested in Science, Technology, Engineering and Math (STEM) fields.

Responsibilities:
• To assist in the design and writing of online resources (75%)
• To support the implementation of live webinars and other social media activities. (15%)
• To engage with various staff members to support the development of online resources (i.e. interview, shadow, etc…) (10%)

Safety, Security, and Environmental Protection: All activities, as they apply to work performed by self or personnel under supervision, will be executed in compliance with ES&H and security responsibilities established by Argonne National Laboratory’s ES&H policies, Safeguards and Security policies, work rules, and safe practices.

Knowledge, Skills and Experience:
• Knowledge and experience in a STEM field.
• Awareness of current website design and development practices. Knowledge of wordpress and drupel a plus but not required.
• Awareness of current social media practices (such as live chats, webinars, video conferencing).
• Ability to plan, market and host a web conference for 100+ people
• Excellent writing and communication skills.
• Ability to work in a dynamic team environment and manage multiple deadlines
• Comfortable with technology

Minimum Education/Experience Requirements:
• Bachelors Degree a must
• Knowledge of STEM is preferred

Additional Requirements:
This position description documents the general nature and level of work but is not intended to be a comprehensive list of all activities, duties and responsibilities required for job incumbent. Consequently, job incumbent may be required to perform other duties as assigned.

To apply: Please send resume and cover letter to Shari Knight at sknight@anl.gov.