Call for Applications: CSWGS Media Specialist (Graduate Students Only)

CSWGS is offering a part-time position for a CSWGS Media Specialist beginning August 2023.

Regular job duties include:
- maintaining CSWGS social media feeds (Facebook, Twitter, Instagram, LinkedIn)
- posting the Center’s e-newsletter (MailChimp)
- generating occasional digital documents and publicity materials (Canva)

Occasional job duties may include:
- consulting with PJHC social media support staff
- assisting with website revisions (Drupal)
- managing the Rice Feminist Forum (WordPress)
- staffing Center events

Compensation begins at $18.00 per hour, averaging 6 to 10 hours per week.

Applications are due by email to riedelbs@rice.edu by 5pm on Tuesday, July 25, 2023, and should include a CV and cover letter with a description of qualifications.