**Call for Volunteers**

**Position:** Social Media Assistant Director – Communications Committee

**Number of volunteers needed:** 1

**Time Commitment:** This position would require a 1-2 hours each week. There are also monthly committee calls, which are typically 1 hour. Minimum one-year commitment with option of reappointment for three-year period.

**Committee Description:** The purpose of the Communications Committee is to provide ACUA members with accurate and relevant information through various communication channels. The Communications Committee Chair oversees the activities of the Journal Editor, Web Services Director, ACUA Community Director, and the Social Media Director. The Social Media Assistant Director reports to the Social Media Director.

**Task Description:** Tasks include, but are not limited to:

* Reviewing social media requests that come in through ACUA’s social media Gmail account
* Developing a posting schedule to meet needs of other ACUA committees
* Making posts to social media accounts (i.e., Facebook, Twitter, and LinkedIn)
* Creating and managing new social media accounts (i.e., Instagram)
* Liking, sharing, and/or commenting on posts
* Delegating tasks to Social Media Contributors, as necessary

**Qualifications:**

* Current ACUA member in good standing
* Organized, detail-oriented, and able to adhere to schedules
* Ability to provide concise wording for posts, where needed
* Experience with posting to social media (Facebook, Twitter, LinkedIn, Instagram)

**Expectations:** The Social Media Assistant Director will be the main support for the Social Media Director.In addition to the expectations listed in “Task Description” above, each quarter, the Social Media Assistant Director will report progress on annual goals. The Social Media Assistant Director is expected to attend committee calls and assist with board reports, as well as special projects (as needed).

**Interested?** Please contact Marilyn Carnevale, Communications Committee Chair, at marilyn.carnevale@rutgers.edu and Mary Krauss, Social Media Director, at watsoma@auburn.edu.