OIL Assistant - Communications:

- Department or Office: Office of Intercultural Life
- Position duration: 2023-24 academic year (beginning 9/11)

Description:

The Office of Intercultural Life strives to create a diverse and welcoming campus community that embraces individual difference, advocates for social justice, and cultivates inclusion. OIL centers the experiences of people of color while working collaboratively to create a campus wide culture of understanding and authentic living.

OIL Assistants are student-leaders committed to OIL’s mission. The responsibilities of this position focus on the external communication channels of the Office, and translating our goals to a larger audience effectively. This position will update and distribute OIL’s weekly newsletter, create content for and manage OIL’s Instagram profile, and work closely with the other OIL Assistant to keep OIL’s messaging consistent through all channels of communication.

Position Requirements:

- Work hours will be conducted in the OIL Office
- Work some evenings, nights, and weekends as needed
- Attend weekly OIL Assistant meetings
- Support and attend OIL events and programs

Duties Include:

- In-office duties relating to office cleanliness, organization, and checking the OIL mailbox
- Development and maintenance of the weekly OIL Newsletter
- Content creation for and management of the OIL Instagram page
- Attend agreed upon OIL and college events to document and take pictures
- Check-ins with Carleton College’s Social Media Manager to continue developing best practices

Desired Qualifications:

- Demonstrated commitment to OIL’s mission
- Familiarity with Canva
- Familiarity with Instagram and social media management and engagement practices
- Prompt responsiveness through email
- Knowledge of issues affecting communities of color locally, nationally, and globally
- Strong time management skills and ability to meet deadlines
- Innovative thinking and the ability to be creative and flexible
- Ability to work with and communicate effectively with team members