

College of Natural and Health Sciences

Graduate Assistant | Master's Level

Fall & Spring 2026-27

Position Title: Graduate Assistant – Social Media

Hours: This position is full-time, 20 hours a week. 9-month appointment (Sept 2026-May 2027).

Location: Hybrid; NHS Dean's Office

Compensation: \$14,348-\$17,326 (depending on program and subject to change depending on start date), plus tuition/fee remission.

Requested Start Date: September/October 2026

Qualifications and Experience:

Minimum Requirements-

- Must be currently enrolled as a master's student at the University of Northern Colorado.
- As a result of funding limitations, applicants must be receiving in-state tuition rates.
- Must display a passion for using social media to promote the work being done in units across the College of Natural and Health Sciences as well as using social media as a tool for student recruitment and retention.
- Ability to coordinate undergraduate students working closely with units in the College of Natural and Health Sciences to ensure professional, consistent, and effective use of social media.
- Satisfactory completion of a background check, educational check, and authorization to work in the United States is required after a conditional offer of employment has been made.

Preferred Qualifications-

- Excellent social media, written, and interpersonal communication skills; proficiency in Microsoft Office Suite applications and a willingness to learn a variety of software platforms when needed.
- High level of creativity necessary to enhance contribute to the College's social media campaigns.
- A commitment to equity and inclusion.
- Professional experience in an educational environment is preferred (including student teaching or internships).

Position Description:

The College of Natural & Health Sciences (NHS) Graduate Assistant for Social Media supports the College's communications, student recruitment, and student retention initiatives by working closely with the College's Communications Specialist to coordinate unit social media campaigns and oversee social

media activity managed by students. This position plays an integral role in the College's communication efforts to share and communicate information, news, events, accomplishments, and stories from the college with the goal of enhancing student recruitment, engaging current students, and connecting communities outside of UNC with NHS.

Responsibilities Include-

Collaborate with NHS Communications Specialist and students to identify and share timely stories, research highlights, events, and student-success content through social media outlets.

- Under the direction of the Communications Specialist, manage day-to-day posting, scheduling, and monitoring across assigned social media accounts, following university brand, accessibility, and communications guidelines.
- Develop and implement social media campaigns that promote the College's academic programs, research, faculty expertise, student achievements, events, and community impact.
- Work with a team of NHS students to produce engaging platform-appropriate content, including written posts, graphics, short-form video, photography, stories, reels, and interactive features.
- Promote college events, including lectures, research presentations, student organization activities, admissions and recruitment events, wellness initiatives, and commencement-related programming.
- Ensure all content is accurate, inclusive, accessible, and compliant with university policies including appropriate use of captions, alt text, permissions, privacy standards, and brand elements.
- Help develop social media guidelines, templates, and best practices for college units, programs, faculty, and student organizations.

Application Process: Questions and application materials (described below) should be sent to David Hydock david.hydock@unco.edu. Review of applications will begin on September 7, 2026, and will continue until the position is filled.

Application materials:

- Resume
- A letter of application which describes the following:
 - Your experience with social media and social media campaigns and your vision on how social media can be used in recruiting new students and retaining existing students.
 - Your experience teaching/working with undergraduate college students.
 - Your commitment to creating and managing social media campaigns to advance the College of NHS.
- Names, emails, and phone numbers for two (2) professional references