



Foster Center for Innovation  
5798 Student Innovation Center  
Orono, ME 04469  
207-581-1454  
[um.innovation@maine.edu](mailto:um.innovation@maine.edu)

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***DIGITAL MEDIA SPECIALIST (Student Media Assistant)***  
***Foster Center for Innovation***

**Duration:** Spring 2022 semester (possibility of extension, depending on funding and performance, and there may be an opportunity to start during fall semester 2021 and work remotely over winter break)

**Location:** Foster Center for Innovation

**Work days & hours:** Monday through Friday, with occasional weekend and evening work for special events. Typical hours of operations are M-F, 8:00 am – 5:00 pm. There is some flexibility within these hours.

**Hours per week:** 15-20 hours per week required, much of this time spent in person at the Foster Center

**Compensation:** Step 2-4, depending on experience

**Eligibility:** Current or new undergraduate/graduate student. Student must be registered full-time for spring semester. Must maintain academic good standing at all times.

**Reports to:** Communications Manager

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**Job Statement:** We are seeking a Student Media Assistant to join the Foster Center for Innovation team for the Spring 2022 semester. The Foster Center is the hub of innovation programs and activities on campus, and this individual will play an important role in communicating the center's mission and news to both internal and external audiences through social media and other channels. Student will have the opportunity to help direct social media content and strategy as well as create bylined web content. Student will work alongside Foster Center staff, but will be expected to work with minimal direct supervision and exercise a high level of independent judgment, initiative and creativity.

**Qualifications:** We are seeking a driven, focused, responsible, and inquisitive student with a passion for communicating. This individual should have an active interest and experience in

social media (including the creation and editing of video content), and a desire to learn more about audience development and strategy. This individual should be a strong writer with a desire to learn more about interviewing subjects and crafting stories on a variety of subjects. Interest in or curiosity about innovation and entrepreneurship is a plus, as is experience with graphic design and web content management systems. This position requires excellent written and verbal communications skills and strong organizational abilities. Ability to work both autonomously and within a team environment. Ability to handle multiple competing deadlines. Position requires respect for confidentiality and professionalism.

**Primary Responsibilities:**

- Regular social media posting
- Social media strategy development
- Assists with building email newsletters
- Writes stories for Foster Center website
- Updates website
- Collaborates and coordinates with student event assistant
- Other tasks as assigned

**How to Apply:**

Submit a cover letter (*concisely* explain your interest in the position and how your skills are a good match for the role), your résumé, and two professional references (professors, current or former employers) to communications manager Ashley Forbes via email. You may email the same with any questions about the role or responsibilities.

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Contact: Ashley Forbes  
Communications Manager  
Foster Center for Innovation  
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207-581-1429