The Creative Team – Student Assistants UCAE Center for Leadership Development and Social Action

The Creative Team advances the mission and vision of the UCAE Center for Leadership Development and Social Action (LDSA). Considered a member of the team/staff, the Creative Team Student Assistants play an integral role in producing and promoting content and messages regarding leadership and Center events on all forms of media, while working in a fun environment. Student Assistants should desire to make connections with students and various members of the Duke community in order to develop strong relationships that inform cool content. Significant knowledge in leadership development is not necessary, but a demonstrated willingness to learn is required. Position includes content development, relationship building and marketing for Center events and key ideas.

Responsibilities include:

- Acquire general knowledge about programs, events and services connected to the Center
- Use social and other media to promote events such as IN THE SPOTLIGHT awards, Alternative Break Programs, LeaderShape, Leader in Residence, and more; highlight alums, past participants and speak from the student experience
- Work independently and collaboratively on a variety of assignments
- Work on assigned projects, as well as develop project ideas to bring to the Center team
- Demonstrate creativity in storytelling and content presentation
- Work with team to storyboard videos, create photo stories, and develop other written content as needed
- Regularly communicate with team members regarding pending projects to ensure quality and timeliness of work

Qualifications:

- Ability to work autonomously as well as in a team, identify resources, and make independent decisions
- Accountability for your work schedule, duties and responsibilities
- Attention to detail and strong artistic or creative talent
- Willingness to pitch in
- Ability to multitask and take initiative
- High level of dependability and a developed value of maturity
- Working knowledge of and skill in various aspects of writing and blogging
- Strong time and project management skills
- Positive attitude and professional image
- Skill set with design programs (preferred but not required)
- General other duties as assigned

Now hiring for 2016-2017 school year at a rate of $9.00 per hour. Work-study students preferred but not required. Undergraduate students preferred but not required. Graduate students would be hired at undergraduate rate.