



Student Assistant – Media

Position Description

Summary:

Texas A&M Innovation is looking for a Student Assistant with a business, design, or communications background to assist with design projects and social media related to technology commercialization opportunities within The Texas A&M University System. The ideal candidate will be business savvy, comfortable navigating digital platforms, and able to turn around quality design products in a timely manner. This student will be exposed to topics in university technology commercialization, including intellectual property portfolios and the business processes related to taking new inventions from the research lab to the commercial market.

Job Duties:

- Generate social media content under the guidance of Texas A&M Innovation staff
- Manage posting on various social media platforms. Current active platforms include X, LinkedIn, and YouTube.
- Work collaboratively with Texas A&M Innovation staff to develop and implement office outreach strategies
- Perform updates and edits to department website as needed
- Assist with other special projects as assigned

Required Qualifications:

- Current enrollment as an undergraduate student at Texas A&M University
- Academic and/or professional experience in business, visualization,, or communications
- Part-time availability of at least 10-15 hours per week during normal business hours (8:00 a.m. to 5:00 p.m.)
- Experience creating posts using various social media platforms
- Strong writing, editing, and communications skills
- Experience creating graphics for social media posts
- Detail-oriented and strong work ethic (punctual, reliable, demonstrate initiative, etc.)
- Courteous and professional
- Ability to work in person at the Texas A&M Innovation office located at 175 Century Square Drive, Suite 200

Preferred Qualifications:

- Previous experience managing the social media presence for an organization
- Knowledge of social media trends and methods to increase reach and followers
- Knowledge of design software such as Adobe InDesign, Adobe Illustrator, or Canva



- Knowledge of social media management tools such as Hootsuite
- Experience using website Content Management Systems (CMS), preferably WordPress

Learning Outcomes:

- Digital Technology: Maintain and manage a variety of different tools and resources
- Oral/Written Communication: Articulate thoughts clearly and effectively in written and oral form
- Professionalism/Work Ethic: Accept and learn from feedback

Other Information:

To apply, send resume to innovation@tamus.edu.

Note: This is a security-sensitive position and is restricted to U.S. citizens and legal permanent residents only.