Digital Content Specialist (Part-time)

**Department:** College of Arts & Science Communications

**Hiring Manager:** Kajsa Haracz, Director of Communications

**Supervisor:** Andre Smith, Digital Communications Manager

**Job Description:**
The University of Delaware College of Arts & Sciences (CAS) is seeking a motivated individual who is passionate about web content to join its digital communications team. This position will help support services related to the College’s websites and social media platforms, and will work with internal systems for project and content management, staff collaboration, digital media management, and email communications.

**Essential Duties & Responsibilities:**

- Assist in maintaining CAS website, including editing and adding images, and building web pages within existing Sharepoint content management system
- Gather digital assets, as needed, to support digital communication efforts
- Participate in monthly meetings with digital communications team, and other CAS Comm staff meetings as needed
- Other related duties as assigned by the supervisor

**Qualifications:**

- Bachelor’s degree in communications or related field; or three years of related experience.
- Strong familiarity with web and UX principles and digital accessibility.
- Able to work independently, handle multiple tasks simultaneously and accurately, effective at setting priorities to meet competing deadlines.
- Experience working within brand standards, policies and procedures preferred.

**Hours per week:** 10-15 hrs (with at least 50% of the time during normal working hours 8:30-5); this is a remote position. This position is conditional on available funding on an annual basis.

**Compensation:** This is a part-time, non-benefited position. $23/hour

**Apply:** Submit a current resume, one-page cover letter, and names, addresses, email and telephone numbers of at least three references to kharacz@udel.edu. In your submission, include any scheduling considerations that affect your availability for work.