**University of Maine System Internship or Student Employment Opportunity**

**Remote, $12.50/hr Employment Opportunity**

**Title: Student Administrative Aide III**

Be part of a tight-knit team, helping to promote and support the University of Maine System Micro-Credential Initiative.

**Responsibilities may include:**

* Audit existing micro-credential content, documents, and other relevant materials to provide feedback and edits and earn your own digital badges and micro-credentials
* Develop a UMS micro-credential e-newsletter (e.g., research, write Student Spotlight and stories)
* Gather information related to micro-credential learning pathways for website and/or publications
* Organize communication/marketing publications and web content
* Office/Basic administrative assistance by maintaining documents, spreadsheets and reports on Google Drive
* Assist in creating Public Relations/Marketing videos & training session materials; develop supporting documents.
* Attend training
* Attend Zoom meetings; regular check ins and written weekly updates on project statuses; keep accurate time card

**Required:**

* Currently enrolled UMS student
* Earn your own digital badge(s) before being hired or shortly after; Share your badges on LinkedIn and other locations
* Excellent written skills; Provide a sample of your writing
* Excellent communication skills
* Strong time management and organizational skills; ability to work independently and remotely.
* Accurately share progress in a consistent manner;
* Have access to an internet enabled computer for the 10 hours a week that has a webcam and microphone;
* Experience with graphic design programs (e.g., Adobe Creative Suite) with sample of work (e.g., newsletter)

**Desired Skills:**

Proven strengths in editing, familiarity with social media administration; public relations, marketing, presentation skills, teamwork, knowledge of WordPress; experience with Excel, Word, Google Drive, experience with e-newsletter development and programs.

**Hours per week:**

Average of 10 hours per week or less during the semester. May also register for Internship credits through your department or campus Career Center.

**Contact:**

Please send a cover letter, resume, and a sample of written and graphic design work (E-Portfolios are welcomed) to Jessica Hunter, Administrative Specialist CL3, ums.mc@maine.edu, 581-2473