

Office of High School Programs at Brandeis University
Communications Specialist Job Description

The Office of High School Programs (OHSP) at Brandeis University seeks to hire two communications specialists to work within our summer programs for teens: BIMA, Genesis, and Impact Boston. These programs take place at Brandeis University from mid-June through mid-August and attract highly motivated and talented high school students from all over the world, as well as top-notch faculty and staff. More information about these programs can be found on our website: www.brandeis.edu/highschool.

This job description is intended to describe the general responsibilities and expectations of the Office of High School Program's summer Communications Specialists.

We are hiring for two full-time residential positions, beginning early June and ending early August, working for all three programs. The communications specialists will together be responsible for all external communications throughout the summer to parents and friends of the programs.

Specialist #1: Video Production

Qualifications

- Experience using video editing software;
- Comfort in learning to use new technologies and computer software;
- Comfort in conducting interviews with participants and staff;
- Ability to self-motivate and generate creative ideas for the videos.

Job Responsibilities

Pre-summer (June)

The communications specialist will:

- Be trained in our software and technologies;
- Practice using the camera equipment and video editing software;
- Create a schedule for video creation throughout the programs;
- Collaborate on a schedule for communications for the summer.

During the Summer

The responsibilities will involve primarily developing a daily 1-2 minute video (2 per program per week). This will require some time interviewing and filming participants and editing the video.

Specialist #2: Social Media

Qualifications

- Knowledge and familiarity with social media;
- Strong writing ability;
- Comfort in learning to use new technologies and computer software;
- Comfort soliciting participants and staff for submissions;
- Comfort interviewing people;
- Ability to self-motivate and generate creative ideas for content.

Job Responsibilities

Pre-summer (June)

The communications specialist will:

- Be trained in our software and technologies;
- Create a schedule for blog posting throughout the summer;
- Collaborate on a schedule for communications for the summer.

During the Summer

The responsibilities will involve primarily maintaining an active program blog, and using social media (twitter, facebook, email) to communicate what is happening at the programs to family, friends, and other interested parties. This will involve interviewing participants and writing blog posts, or asking staff and participants to write about their experiences. Tasks may include:

- Posting photos online for each program;
- Posting the daily schedule on the blog for each program;
- Updating the programs' facebook pages;
- Maintaining an active twitter presence.
- Developing and maintaining active blogs for each program;