

Job Announcement

Job Title: Assistant Manager/Website & Social Media Coordinator – Campus Store

Department: Campus Store/Student Services

Reports To: Director of Campus Store Operations

Pay Status: Non-Exempt

Position Status: Graduate Assistant

Approved By: Jenni Shepard, VP of Athletics/Student Services

Position Summary:

This is a Graduate Assistant/part-time position (minimum of 19.5 hours per week), and the candidate must be available to work Monday through Friday. Additional hours beyond the normal work schedule may be required from time to time.

Website & Social Media Coordinator reports to the Director of Campus Store Operations to assist with retail sales operations. Is responsible for the training and supervision of student workers. In collaboration with and approval from the Director, the Website & Social Media coordinates & develops social media outreach & webstore sales & service. The coordinator is also the primary photographer, photo editor, website, ad, & marketing graphic designer.

Knowledge, Skills, and Abilities:

Must have good organizational and interpersonal skills, computer skills, and a working knowledge of various types of social media. Must have experience with Adobe Creative Cloud, Adobe Illustrator, Adobe Photoshop, Canva, Squarespace webstore formatting, & other editing or design software. Prior retail experience is required. Must be courteous and respectful to Campus Store customers. Must have good communication and problem-solving skills.

Minimum Education & Experience Requirements:

Must be eligible for Graduate Studies at TMU. Retail experience required. At least one year's experience or formal training in Adobe Creative Cloud photo editing.

Application Submission Process:

Please submit completed TMU application and resume to:

Tracy Mitchell, Director of Campus Store Operations
Truett McConnell University

100 Alumni Dr., Cleveland, GA 30528

Deadline to submit resumes: **Until filled. Position is expected to begin Fall Semester 2026.**

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