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# Example of Assistant, Content Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assistant, content. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant, content

* Manage safe storage of final archive data
* Working with online, production, design, art, legal, sales and marketing departments, with authors and freelancers
* Edit video and web site content, publishing content on web sites and social media platforms, write, produce, edit and formulate ideas for content and assist in strategic planning
* Rewrite or revise previously written content if minimum quality standards are not met
* Representthe station positively and effectively at client and programming locations, on socialnetworking sites such as Facebook, Twitter, Instagram, Snapchat, asneeded
* Build, maintain and troubleshoot all site content
* Responsible for preparing and transferring daily commercial schedules into the Presentation/ Planning systems
* Managecontent written or briefed by relevant internal teams admissions, studentrecruitment the academic team and marketing
* Helpthe content team to grow a reliable pool of writers/subject matter experts
* Workwith the Content Manager to develop a resource library for images, video andother multimedia content

## Qualifications for assistant, content

* A minimum of 1 year in television production, collegiate TV station, or related experience
* Proficiency using Adobe Creative Suite (particularly InDesign 6 and CC) preferred
* Strong digital technological skills communication skills, both verbal and written
* Must have experience writing for a web-based audience working knowledge of search engine optimization best practices and how they apply to content marketing
* Experienced knowledge of standard web technologies including HTML, DHTML, XML, JSP, and Flash
* Ability to provide necessary support to the Project Management and Operations teams