



Content Manager

Paid Part-time Position

The Scout is an award-winning student news media organization at Bradley University. We cover any news, sports and entertainment/pop culture that is relevant to the Bradley community. The Scout offers a wide range of media products, including 3,500 copies of print newspaper every Friday during semesters, email newsletters, podcasts and many more.

Weekly responsibilities

The Content Manager's responsibilities will include, but is not limited to:

- Manage The Scout's social media accounts and schedule daily posts
- Create and send out weekly email newsletter
- Publishing podcast products
- Monitor and report traffics and exposure for all products listed above
- Assist with the planning of contents calendar

Skillset desired through experience and/or classroom work

- Deadline-orientated and detail/accuracy focused
- Any experiences in managing social media is a plus
- Basic Excel skills
- Great time-management skills and project management skills
- Ability to manage multiple projects at the same time
- Willingness to learn and to work with others
- Experience with MailChimp and/or Hootsuite is a plus
- Good writing/editing skills is a plus

Thank you for your interest in the Content Manager position at The Scout. Interested candidates should submit their résumé and previous work samples to Apply@BradleyScout.com with "Name – Content Manager Application" as the subject line of the email. Or visit BradleyScout.com/Apply to submit your application.

If you have any questions regarding the position, please contact the email listed above.