

Part-Time Social Media Specialist  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=268224>

Downloaded On: Nov. 12, 2025 11:50am

Posted Nov. 12, 2025, set to expire Nov. 24, 2025

**Job Title** Part-Time Social Media Specialist  
**Department** President's Office  
**Institution** Lee College  
Baytown, Texas

**Date Posted** Nov. 12, 2025

**Application Deadline** 11/24/2025

**Position Start Date** Available immediately

**Job Categories** Part-Time/Temporary Staff

**Academic Field(s)** Graphic Design/Marketing  
Communications/Public Relations

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**Job Description**

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**Part-Time Social Media Specialist**

**Salary:**

**Job Type:** Part-Time

**Job Number:** FY2300618

**Location:** Main Campus - Baytown, TX

**Division:** President's Office

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### Position Overview

The Part-Time Social Media Specialist will organize efforts to promote the college athletics on social media under a unified brand and communications strategy. This position is an integral part of the Marketing & Public Affairs team and collaborates with departments and units across the college who are active on social media.

### Essential Duties & Responsibilities

- Plan, capture, edit, and post videos in various formats for social media platforms.
- Produce and post approved content on a consistent and regular basis.
- Enhance and build regard for Lee College through strong content and engagement with followers.
- Produce metrics to measure the success of social media campaigns.
- Manage and maintain multimedia projects and files.
- Provide service excellence through courteous, informed, accessible, and professional engagement.
- Ability to work after hours or weekends.
- Attend Marketing & Public Affairs meetings and perform work on MPA special projects when needed.
- Adhere to Lee College brand guidelines.

### Additional Duties & Responsibilities

- Perform other duties as assigned.

### Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (G.E.D.)
- Six (6) months of related work experience
- Candidates must own a device that operates comparable to iOS15 or higher.
- Highly proficient operating the phone camera, microphone, and editing applications.
- Must be capable of managing multiple tasks, evolving priorities, and quick deadlines
- Must have strong writing and editing skills, be familiar with AP style, and demonstrate proficiency with Adobe Creative
- Must be available to work evenings and weekends when needed
- Knowledge of institutional culture highly preferred.

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*Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/5139271/part-time-social-media-specialist>

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

Lee College

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