

Assistant to the HWM Editor Job Description

The Honors College is hiring for the position of Assistant to the Honors Wednesday Memo (HWM) Editor beginning September 2025. This job is open to any Honors College student; we welcome students from all disciplines or majors.

Approximately 5 hours per week

To apply please submit a resume and cover letter explaining your interest in the position, skills and strengths you would bring to the position, and community involvement (Honors, campus, local, national, and global). Applications should be submitted to Vicky Klima at klimavw@appstate.edu no later than Friday, August 29, 2025.

Job Description:

Work approximately five hours per week, at a starting pay rate of \$13.00 per hour, on tasks supervised and mentored by Dr. Garrett McDowell, and along with Honors College Interim Dean Vicky Klima and HWM editors. Tasks may include gathering news of opportunities, writing news spotlight stories, writing announcement blurbs, editing, proofreading, and working with our social media accounts.

Responsibilities:

- Source, propose, develop, write and edit HC news spotlight stories (about current students, alumni, faculty, etc.) to promote the HC mission.
- Copyedit news stories
- Manage social media accounts including Instagram, LinkedIn, and Facebook
 - Create and edit photos, graphics, and texts for social media
 - Post to social media following the existing Honors College Social Media Handbook Guidelines
 - Revise, update, and maintain Honors College Social Media Handbook Guidelines

- Assist the Editor, as needed, in composing the *Memo* from Honors announcements
- Edit memo text weekly on Wednesdays
- Source announcements: opportunities or events
- Meet and collaborate regularly with Dean Klima, Dr. McDowell, and/or HWM Editors
- Photograph Honors College graduation and other Honors College events and post photos on social media
- Maintain organization of files
- Work within, maintain, and help to develop workflow systems that accomplish Honors College communication needs

Qualifications

Successful applications must:

- Be a strong writer
- Be familiar with and willing to learn AP Style Guidebook
- Be able to work collaboratively with others
- Set priorities and meet deadlines independently
- Be reliable, organized, self-motivated, detail-oriented, a self starter, and a creative problem solver
- Be invested and interested in becoming more engaged with the Honors College community at App State
- Competency in Google Suite applications and Microsoft Word
- Competency with Canva, Adobe Suite, or other programs for photo and graphic design