

Title: Social Media Manager for a Linear Algebra EdX Series
Hours: Flexible
Pay: \$15/hr

Description:

An introductory linear algebra series offered on EdX that is managed by The School of Math and Georgia Tech Professional Education gives thousands of learners from around the world a foundational set of tools and concepts that have applications in a wide range of disciplines and academic programs. Enrollment in the series is free: thousands of students from all over the world take them every semester. In the fall semesters we typically have a combined enrollment of over 4,000 students across the four courses.

We are seeking a student who has a passion for online learning and linear algebra to help us support the learners in the courses we offer in our linear algebra series. As a social media manager for this project, you will help develop community among our learners.

We are piloting live Zoom sessions that will be on Thursday evenings from 9 pm to 10 pm ET for eight weeks in the Spring semester starting January 23. You would need to be available during these times to help moderate the discussion.

We would also need help with some combination of: 1) interacting with learners on our course forums by answering questions students may have about linear algebra, 2) welcoming new students to our courses on our course forum, 3) engaging with learners on our social media pages, and 4) creating engaging content we can share on social media to advertise our courses and aspects of them that our team is developing.

In this part-time remote position you will support the learner experience in the Spring 2025 semester for roughly 5 hours per week at \$15 per hour. Experience with tutoring/teaching, latex, working on a team, and the content of linear algebra (eg – MATH 1553, MATH 1554, or MATH 1564) is preferred. All work will be done remotely with a School of Math faculty member and a team of student assistants.

You must have an eagerness to learn, working in a small team, meet in brief weekly online meetings, and be able to moderate one-hour live Zoom sessions on Thursday evenings for 8 weeks.

We will offer training and guidance on how to support our learners.

We can only hire GT students for this position.

We encourage applicants to view our linear algebra courses on the EdX platform to get a sense of how our courses are structured.

To apply, please prepare a PDF file that contains a resume and a cover

letter.

To apply, please upload a resume, a cover letter, and 1 to 3 samples of graphic design for a social media post that you've made (or would make) to: <https://forms.office.com/r/PBEPAty7rH>

We recommend that you write one or two sentences about how you created your designs in your cover letter. And if they were for something you made in the past you are encouraged to also let us know what they were made for (eg – were they for a course you took, a part-time position, etc).

We recommend that your resume highlight any experience that you may have with technical writing, graphic design, managing social media (we are hoping to use Slack and LinkedIn), linear algebra, latex, and working on a team.

We encourage applicants to review the GT Brand Guide: <https://brand.gatech.edu/our-look>

Please submit your application on or before Wednesday Jan 8 2025, as we are aiming to hire our team of assistants in the first week of lectures.

Depending on the number of applicants we receive, candidates may be asked to meet for a brief interview over Zoom towards the end of the first week of January.