

Date	Weekly Post Schedule	Post Info	Notes
1st Week of Month	Monday: Gratitude & Community Spotlight	Start the week with appreciation. Shout out students, faculty, or staff who engaged with IT events or services. We can also highlight milestones, positive feedback, or fun campus IT facts.	If there's no specific event to promote, share an IT related fun fact, highlight a KSU tech resource, or feature a student or staff member who benefited from UITS services. <i>Example: "Did you know KSU students get free access to [IT resource]? Check it out today!"</i>
	Wednesday: Q&A Wednesday	consider engagement-driven posts or polls, Q&A sessions, or tech-related myth-busting. Example: "What's your biggest tech frustration? Drop your comments and we'll share solutions!"	Post to Instagram and Facebook stories
	Friday: Cyber security Friday	Short security tips to keep accounts safe	Mix in cybersecurity tips, general tech help, and service reminders to keep students and faculty informed.
2nd Week of Month	Monday: Gratitude & Community Spotlight	Start the week with appreciation. Shout out students, faculty, or staff who engaged with IT events or services. We can also highlight milestones, positive feedback, or fun campus IT facts.	If there's no specific event to promote, share an IT related fun fact, highlight a KSU tech resource, or feature a student or staff member who benefited from UITS services. <i>Example: "Did you know KSU students get free access to [IT resource]? Check it out today!"</i>
	Wednesday: Q&A Wednesday	consider engagement-driven posts or polls, Q&A sessions, or tech-related myth-busting. Example: "What's your biggest tech frustration? Drop your comments and we'll share solutions!"	Post to Instagram and Facebook stories
	Friday: Tech Tip Friday	Quick trouble shooting or useful software hacks	Mix in cybersecurity tips, general tech help, and service reminders to keep students and faculty informed.
3rd Week of Month	Monday: Gratitude & Community Spotlight	Start the week with appreciation. Shout out students, faculty, or staff who engaged with IT events or services. We can also highlight milestones, positive feedback, or fun campus IT facts.	If there's no specific event to promote, share an IT related fun fact, highlight a KSU tech resource, or feature a student or staff member who benefited from UITS services. <i>Example: "Did you know KSU students get free access to [IT resource]? Check it out today!"</i>
	Wednesday: Q&A Wednesday	think about engagement-driven posts or polls, Q&A sessions, or tech-related myth-busting. Example: "What's your biggest tech frustration? Drop your comments and we'll share solutions!"	Post to Instagram and Facebook stories
	Friday: UITS is here to help!	Promote how students and faculty can contact IT support	Mix in cybersecurity tips, general tech help, and service reminders to keep students and faculty informed.
4th Week of Month	Monday: Gratitude & Community Spotlight	Start the week with appreciation. Shout out students, faculty, or staff who engaged with IT events or services. We can also highlight milestones, positive feedback, or fun campus IT facts.	If there's no specific event to promote, share an IT related fun fact, highlight a KSU tech resource, or feature a student or staff member who benefited from UITS services. <i>Example: "Did you know KSU students get free access to [IT resource]? Check it out today!"</i>
	Wednesday: Q&A Wednesday	think about engagement-driven posts or polls, Q&A sessions, or tech-related myth-busting. Example: "What's your biggest tech frustration? Drop your comments and we'll share solutions!"	Post to Instagram and Facebook stories
	Friday: Event promotion or "Ask UITS anything"	Keep this day open for upcoming events, but if none need highlighting, run an "Ask UITS" post where students can drop IT-related questions, or recap a recent cybersecurity tip from earlier weeks.	Mix in cybersecurity tips, general tech help, and service reminders to keep students and faculty informed.