

Student Employment Job Description

JOB TITLE: Communications Student Assistant

DEPARTMENT: Communications/Marketing

REPORTS TO: Director of Communications

REQUIREMENTS:

- **Education/Training:** Writing, online research skills
- **Experience/Background/Knowledge:** Writing skills
- **Skills:** Strong written and verbal communication skills, photography and/or web experience is a plus
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Be prompt, courteous, professional, and willing to learn
- **Special Requirements:** Once in a great while, evening/weekend hours may be necessary for a photo assignment

DUTIES (include but not limited to):

- Researching and writing news releases
- Researching and writing feature stories for a variety of campus publications; may include interviews with campus personnel, students, alumni, donors, community members, or others.
- News clipping upkeep for archival purposes
- Some online work if skills are available
- Photography assignments at campus events
- Some general office duties, filing, etc.
- Other duties as required

NORMAL WORKING HOURS and DAYS: 8-10 hours per week. Flexible working hours around students classes and activity schedules