

Work Study Position – Communications Assistant

This work-study position is for students seeking practical experience in preparation for careers in communications, public relations, journalism and related fields.

Time commitment: as allowed by the student's Federal Work Study award for the current academic year

Job description

The student will assist the director of communications for the College of Management in an assortment of communications assignments that may include:

- writing news releases about coming events, new programs, etc.
- writing feature stories/profiles about selected students, faculty, alumni, and/or staff
- editorial and related support for college publications, include the college print newsletter, e-newsletters, and the web
- assisting with updates to the college's Website

The student may be expected to:

- conduct professional interviews with subjects for stories. This includes doing an appropriate level of research to understand the subject prior to the interview and gaining clearance and appropriate media releases before stories are published
- take photographs as needed to accompany stories, using the college's digital camera or a personal digital camera
- post stories online
- assist with other website updating activities
- assist with the development and distribution of any publications that are in process during the semester, including tasks related to mailing list maintenance
- maintain appropriate files related to project work
- conduct other duties as assigned

This position affords some degree of flexibility regarding working arrangements; meaning, the intern may be able to write from home as long as deadlines are met and regular appointments are kept.

Contact

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