Student Communications Assistant (288)

Job Description
The Department of Communication is looking for a strong candidate to assist in supporting the department’s mission, particularly with regard to communications of the department’s programs, course offerings, accomplishments, and events. The Communications Assistant will help develop our department’s presence on various social media platforms by writing content and coordinating social media posts and website.

The expected time commitment will be 6-8 hours per week, typically within the hours of 9am - 4:30pm, M - F. The daily schedule can be tailored to the student’s course schedule. We anticipate this position will be both Fall and Spring semesters.

Communications Assistant may be required to:

• Collaborate with faculty & staff to promote the department (new classes, faculty profiles, events, research) through print and digital channels
• Collaborate with communication-related student groups to promote their events
• Assist staff in writing articles, press releases, newsletters, media guides, programs, and other informational or promotional materials for both print and digital formats
• Conduct interviews by phone or in person
• Conduct research utilizing databases, archives, internet, and other information sources
• Attend, cover, and photograph Department and University events
• Attend training sessions and staff meetings
• May need to work an occasional evening or weekend day
• Perform miscellaneous duties as directed

Job Qualifications
• Excellent written and oral communication skills
• Professionalism, including ability to meet deadlines
• Working knowledge of related software applications (e.g., Word, Excel, Photoshop)
• Knowledge of social media platforms (e.g., Facebook, Twitter, Instagram)
• Intermediate skills in graphic design
• Intermediate skills in photography with videography skills a plus
• Experience with WordPress is a plus

To Apply
Apply through JobX at https://studentjobs.uconn.edu/. Interviews for this position will begin on September 16th and continue until the position is filled.