

iSchool Student Affairs Communications Graduate Hourly

This is a graduate hourly position requiring approximately 10 hours per week. Applications will be accepted until the position is filled. Start date is fall 2019 (August).

Description

Student Affairs at the iSchool supports students during their time at the school from their point of being admitted to their transition to employment. Student Affairs provides this support through academic and career advising and through a variety of other initiatives and programs. The unit is seeking a graduate hourly to assist with a variety of communications, marketing, and social media projects.

Primary job functions:

- Collect, organize, arrange, and create content for the iSchool's weekly e-newsletter.
- Assist Student Affairs staff in developing creative and engaging content for digital and social media platforms.
- Create advertising materials for Student Affairs programs, events, and services.
- Develop content and graphics for marketing flier templates.
- Research marketing best practices and trends to stay relevant and engaging with the iSchool's target audiences.
- Perform other duties as assigned.

Requirements

- Experience related to marketing, communications, project & account management, advertising, public relations, promotions, or writing.
- Experience writing, creating, and editing content to be shared on multiple platforms (social media, print, e-newsletter, email, website).
- Excellent communication skills.
- Ability to work well with others and take initiative to work with limited supervision.
- An interest in working with and learning a variety of technologies and tools is essential.
- Ability to maintain confidential, sensitive, and private data is required.

Preferred Qualifications:

- Facility in Adobe Creative Cloud programs like InDesign and Photoshop as well as Piktochart.
- Knowledge of University of Illinois and/or School of Information Sciences.
- Experience managing social media accounts.
- Enrollment in an iSchool graduate program.

Application Directions

To apply, please send an email expressing interest with cover letter, resume, and any material samples you wish to be considered with your application to Katelyn Talbott at ktalbott@illinois.edu. Please attach all materials as PDFs and indicate in the subject line "Application for Hourly (Your Name)". Applications will be accepted until the position is filled.