

**Office of University Writing
Graduate Assistant for Communications & Marketing**

Assistantship Title: Graduate Assistant for Communications & Marketing

School/Program Preference: Business, Marketing, Communication/Journalism, MTPC, English, Education & Technology, Industrial Design, or others with related interests/experience/skills

Office/Department: Office of University Writing/ Provost Office
Contact Name: ~~ULEDRJH&RPPQDWLRQQDUNWLSFDOLW~~
Contact Email: WDG@AUBURN.EDU
Contact Phone: (334) 844-7475
Office Website: www.auburn.edu/writing

Length of Assistantship: One year. Preferred start date on first day of summer classes. This is a 12 month, .5 (20 hours/week) position. The stipend for the year is \$25,000, paid on a monthly schedule, and includes a tuition remission. **Renewal is possible, so the position may not be filled every year.**

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| Position Description |
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The Graduate Assistant for Communications & Marketing provides support for the many projects and activities of the Office of University Writing. We are especially interested in those with long-term career interests in communications and marketing, digital media, and technology.

The successful candidate should have strong writing, organizational, and time management skills. Must be able to work within deadlines, manage multiple assignments, and collaborate effectively with others.

The successful candidate will be comfortable using a variety of software, including Microsoft Office and Adobe Creative Suite (or similar software). Motivation and ability to learn additional tools are essential. Experience with graphic design is a plus. Competency with or ability to quickly learn basic web design/development is preferred.

Responsibilities may include:

1. Assist in all aspects of the implementation of communications and marketing strategies from developing content and materials to planning programs and events
2. Gather and interpret communications and marketing metrics related to campaigns, websites, and videos
3. Assist in development of print and digital media, including web graphics, videos, posters, flyers, publications/journals, brochures, ads, and programs
4. Collaborate with others in the OUW to develop new projects and/or continue existing projects
5. Assist in management of social media outlets for the OUW, including but not limited to Facebook, Twitter, and Instagram

To APPLY: Send letter of interest and CV with contact information for at least two professional references to WDG@AUBURN.EDU. Position opened until filled. Review of applications begins March 15 with interviews expected by the end of the month (when position is not continuing from the previous year).