

Position Description

This position provides support for the many projects and activities of the Office of University Writing. Successful candidates should have strong communication, organizational, and time management skills. Must be able to work within deadlines, manage multiple assignments, collaborate effectively with others, and work independently.

Responsibilities:

Regular responsibilities include:

- Plan, setup for, and attend programs and events
- Conduct administrative tasks such as printing, filing, and answering office phone
- Collect data from various locations and organize into Excel files

Possible additional responsibilities based on experience and skill include:

- Develop and revise print and digital materials, which may require use of Adobe Creative Cloud
- Create and distribute surveys to assess office programs
- Write copy for website, digital display, and other promotional materials

Commitment and Compensation Information

Time Commitment:

Assistants are expected to work between 8-12 hours/week. Weekly schedule will be determined based on student availability during regular business hours. The position is for one semester and is renewable depending on need and interest.

Compensation:

Pay is \$7.50-\$10 an hour, based on ability to conduct additional responsibilities. Class credit may be available.

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Application

We invite applicants from any disciplinary background, as long as their interests and/or career goals align with the work of the Office of University Writing. To apply, send the following information in a single PDF to Megan Haskins at mhaskins@auburn.edu:

- Letter of interest
- Resume/CV
- Contact information for two professional references
- Writing or design sample

Deadline

This position is open until filled. Review of applications begins **March 15** for summer positions.

Contact Information

Megan Haskins, Program Administrator
Office of University Writing/Office of the Provost
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