College of Education Communications GA position description

The College of Education communications graduate assistant serves 20 hours per week providing communications support to the Associate Director of Communications in the Advancement Office.

Important skills for this position include writing and editing ability, attention to detail, initiative, and ability to work with faculty, staff and students. Ideally, the GA also helps with a wide range of communications tasks, including photography, social media, graphic design and media relations.

The communications GA reports to Audrey Hill, Associate Director of Communications. Please provide a cover letter detailing communications experience and strengths, resume and two writing samples to coecomm@umd.edu. Please include what, if any, graphic design, photography, or video skills you possess and provide sample of any work.

The position ideally would begin this summer but a Fall 2018 start date is also possible.

Sampling of expected GA tasks:

- Writing web content, including:
  - Student and alumni profiles
  - Stories on faculty and student awards
  - Event postings
  - Research stories
  - Media mentions (Stories on COE faculty featured in mainstream news)
- Maintain media clip and award database
- Create and edit website content
- Suggest and create social media content for school-wide channels
- Select and edit images to use in accompaniment with web content
- Photograph events
- Create slides in PPT to be featured on our TV displays
- Marketing and outreach for events and programming
- Graphic design – help create imagery in Photoshop and layout publications in InDesign (preferred but optional skillset)
- Other duties as assigned