



Position Description

POSITION TITLE:	GRADUATE ASSISTANT FOR COMMUNICATION (2023-2024)
EMPLOYEE:	This is a 10-month commitment from August 1 through May 31, 20 hours a week.
SUPERVISOR POSITION:	Erin Heakin, Career Coach
APPLICATION INFO:	For full consideration, please submit a resume and cover letter addressing interests and qualifications to Erin Heakin, Career Coach, at erin.heakin@louisville.edu . Interviews will begin in early April. Candidates selected for interviews will be asked for writing samples.
CLASSIFICATION/SALARY:	Graduate Assistant - total compensation is \$31,744 which consists of a 10-month stipend of \$1,500/\$15,000 total; tuition for fall and spring terms only for \$6,972 per term/\$13,944 total, and \$2,800 for health insurance.
POSITION SUMMARY:	Research, create, edit, and deliver content for email newsletters, website, and hard copy communication that builds meaningful connections and encourages constituents to engage in career center programs and events.
EDUCATION:	Must be enrolled at UofL in a Graduate program.
SOFTWARE:	<p>Required:</p> <ul style="list-style-type: none">• Microsoft: Basic to intermediate level in Word, Excel, and PowerPoint.• Ability to learn the email and newsletter features in Cardinal Careers.• Ability to learn email marketing programs such as MailChimp or Campaign Monitor <p>Preferred:</p> <ul style="list-style-type: none">• Creative design software skills: Canva, Publisher, Illustrator, or Photoshop
DUTIES:	<ul style="list-style-type: none">• Create and write weekly email newsletter distributed to students through Cardinal Careers (training provided).• Write and/or edit UCC contributions to Division of Student Affairs Publications, <i>The Monthly Update</i> and <i>Vibrations</i> Newsletters.• Edit content and create periodic Faculty/Staff newsletters in Campaign Monitor (training provided).• Assist in creating targeted emails to students through Cardinal Careers.• Update email distribution lists.• Create timeline of all communications promoting scheduled events and established newsletters.• Research career-related information and summarize key points in creating handouts, articles, and PowerPoint slides on a variety of topics.• Review various resources for career content (NACE, Fast Company, Forbes, Harvard Business Review, etc.) to promote to students.• Interview students and write short feature articles on their internships.• Assist staff, GA, and PCAs in organizing and staffing resource fairs and tabling events throughout the year.• Collaborate with other GA on presentations and outreach.• Collaborate with Social Media committee on content.• Generate content for UCC website News Feed section.• Other writing and communication projects as necessary.

Miscellaneous

- Attend UCC staff meetings.
- Attend UCC committee meetings as necessary (Marketing & Social Media).
- Assist with career fairs throughout the semester.

WORK ENVIRONMENT

The UCC is a designated student-facing office and staff are required to conduct their work in the office. This position is not eligible for remote work. This position will have a dedicated office space.

QUALIFICATIONS

- Strong information research, writing, and editing skills.
- Knowledge of rules of grammar and punctuation.
- Ability to summarize information in a concise and meaningful way for the reader.
- Extreme attention to detail and quality of product.
- Strong organizational and communication skills.
- Computer savvy and willingness to learn new technology.
- Ability to understand the scope of a project while working on a singular aspect.
- Ability to make strategic decisions based on the goal of the project.
- Ability to ask questions, seek clarification when needed, and accept constructive criticism.
- Ability to establish and maintain effective working relations with diverse constituencies.