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:

Required:
- 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

Preferred:
- Creative design software skills: Canva, Publisher, Illustrator, or Photoshop

DUTIES:

- 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, The Monthly Update and Vibrations 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.