

**UofL School of Medicine – Office of the Dean
Communications Student Assistant**

You can earn \$16/hour doing what you love! The School of Medicine Office of the Dean is seeking an enthusiastic, self-motivated student to assist with marketing communications and digital media management.

We are seeking a talented student to assist with marketing and communication projects. This is an opportunity to grow your portfolio as you gain hands on marketing and communication experience. We are looking for a detail-oriented student with digital writing, videography and social media skills who will show initiative, organization and positivity, and who also will represent the School of Medicine with competence and professionalism. The student must be able to commit to a minimum of 16 hours a week; start dates and end dates are flexible.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Content Development (40%)

- Help develop, implement and manage social media strategy
- Develop written content for news, print and web materials
- Collaborate with communication teams in designing informative and appealing content

Digital Marketing and Communications (25%)

- Support SOM through creation of online content for web properties
- Take photos at on-campus events

Administrative Functions (10%)

- Attend weekly team meetings to provide updates on marketing and communication efforts
- Attend bi-weekly mentor and supervisor meetings

QUALIFICATIONS:

- Current UofL student working toward a degree in communication or related field
- Working knowledge of social media platforms
- Creative approach to writing and content creation
- Preferred understanding of web content development
- Preferred understanding of video production
- Detail-oriented, well-organized, and reliable
- Able to work independently and take initiative

To apply send resume, cover letter, and writing sample to tonya.augustine@louisville.edu. No phone calls please.