



Position Description

- POSITION TITLE:** GRADUATE ASSISTANT FOR COMMUNICATION (2024-2025)
- EMPLOYEE:** This is a 10-month commitment from August 1 through May 31, 20 hours a week.
- SUPERVISOR POSITION:** Kelly Atwood Holt, Associate Director for Employer Engagement
- APPLICATION INFO:** For full consideration, please submit a resume and cover letter addressing interests and qualifications to Kelly Atwood Holt, Associate Director for Employer Engagement, at kelly.atwoodholt@louisville.edu. Interviews will occur in April. Candidates selected for interviews will be asked for writing samples.
- CLASSIFICATION/SALARY:** Graduate Assistant - total compensation is \$32,022 which consists of a 10-month stipend of \$1,500/\$15,000 total; tuition for fall and spring terms for \$7,111 per term/\$14,222 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.