

MVNU Student Employment Job Description

JOB TITLE: Communications Student Assistant

DEPARTMENT: Marketing Department

REPORTS TO: Emily Rogers, Coordinator of Communications

REQUIREMENTS:

- **Strong writing and proofreading skills**
- Creativity
- **Skills:** Good organizational skills
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook

Special Requirements: Ability to manage multiple tasks

DUTIES (include but not limited to):

- Writing and editing press releases
- Writing and editing postcards, posters, emails, and social media posts for a variety of offices on campus
- Assisting with the production of the MVNU NOW Magazine and e-editions
- Organizational and communication work
- Minimal HTML programming and website management (no experience in this area is needed)
- Other duties as assigned

NORMAL WORKING HOURS and DAYS: Hours for this position will vary, approximately 6-8 hours per week

WHAT WILL THE STUDENT GAIN FROM HIS/HER EXPERIENCE IN THIS POSITION THAT WILL BE USEFUL IN THE FUTURE? Experience/training in working in Marketing and Communications