University Libraries
Student Employee Job Description

Title: Communications Office 1
Pay Rate: Entry Level: Minimum wage

General Description: To assist the communications director with the promotion of events, programs and services for University Libraries.

Duties and Responsibilities:

1. Write human interest stories, announcements and publicity content on University Libraries’ services, events, activities, personnel and associated groups for newsletters, social media and additional marketing media
2. Generate publicity for programs/events through press releases and miscellaneous PR strategies
3. Required to attend some Library events (few may be outside of business hours)
4. Assist with various administrative tasks as assigned

Required Qualifications:

1. Excellent written and verbal communication skills are essential
2. Solid computer skills are necessary, mostly Microsoft Office software products
3. Ability to meet deadlines and excellent time management skills
4. Ability and desire to work with the public
5. Ability to work in a team-oriented work environment

Preferred Qualifications:

1. Experience with DSLR photography
2. Working knowledge of Adobe CS6 software (InDesign, Photoshop, Illustrator)
3. Academic interest in journalism, communications, marketing or related field

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