

## Communications

### *Position Description:*

- Help administrators with projects that include reading through daily newspapers, clipping stories on Union
- Assist in proofing Union publications, such as the alumni magazine and Admissions materials
- Contribute to The Chronicle, a weekly campus e-newsletter
- Occasionally cover campus events for Facebook and the Union news website
- Answer the office phone
- Assist with publicity of the Union College Chamber Concert Series

### *Requirements/Skills:*

- Students are required to have an interest and skill in writing
- A background in photo and video is a huge plus
- Some knowledge/interest in social media is encouraged
- We are looking for students who can be sticklers for finding spelling/grammar errors

We rely heavily on students to be our eyes and ears for the campus. If you have an interest in being a journalist, then this is the job for you. Report on what's happening on campus and explore your interests in photo/video/social media.