

## Student Job Description

Department: National Fellowships and Scholarships

Location: Schaffer Library, Room 203

Supervisor's Name: Lynn Evans

Please indicate hours/shifts available: Mondays - Fridays, day time

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Outreach and communications assistant for the Fellowships Office with a focus on publicizing international fellowship opportunities.

### Duties and Responsibilities:

- Assist with publicity and dissemination of information regarding international fellowships to students on campus
  - Write press releases and emails to announce fellowship events and deadlines
  - Design and distribute fliers
  - Create fellowship content for digital screens in Reamer and online
  - Table in Reamer
  - Connect and coordinate events with student organizations
- Assist with website maintenance

### Qualifications for the Position:

- Strong communication skills (both written and oral)
- Computer/software knowledge, especially Word, Excel, Publisher, PhotoShop and/or other design software
- Creativity and artistic abilities are a plus