

Job title: Student Administrative and Communications Aide

Canadian-American Center

Start date: January 17, 2017

General Description

Student is responsible for performing general administrative support and complex communications (digital and print) tasks in an office setting. Working under limited supervision, the student exhibits independent judgment, initiative, and creativity in completing assigned tasks in a timely manner. **Work-study required.**

This is an excellent opportunity for a student interested in communications, marketing, education, non-profit management, or international studies. Possibility for student-driven projects with the right candidate.

Duties

- Sorts, distributes, and sends mail
- Assists faculty and staff by copying, filing, and operating standard office equipment
- Maintains and reports from files, archives, and databases
- Coordinates and executes event and course publicity
- Assists in development of communication materials (print and digital)
- Updates department websites, social media accounts, and Digital Commons archive
- Tracks current digital communications trends and best practices
- Assists with other special projects and events

Additional Requirements

- Exhibits excellent written and verbal communication skills
- Pays close attention to detail
- Exhibits creative abilities
- Proficient in Microsoft Word, Google Suite, and basic image editing
- Flexible and willing to train on new software/applications as needed
- Previous experience designing/updating websites and social media accounts OR computer proficient and motivated to learn new skills
- Must sign a confidentiality agreement
- Must be trustworthy, responsible, and professional
- (Desirable) Experience with WordPress, Adobe Suite, email lists, and social media marketing
- (Desirable) French language capabilities