



Foster Center for Student Innovation
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WRITER & MEDIA SPECIALIST (Student Media Assistant)
UpStart Center for Entrepreneurship

Duration: Fall 2017 Semester (with possibility of extension, depending on funding and performance)

Location: UpStart Center for Entrepreneurship, 20 Godfrey Drive, Orono, ME 04473

Work Days & Hours: Monday through Friday, with occasional weekend and evening work for events. Typical hours of operations are M-F, 8:00 am – 5:00 pm with evening events.

Hours per Week: 15-20 hours per week required

Compensation: Pay Level V

Eligibility: Current or new undergraduate/graduate student. Student must be registered full-time for fall semester. Must maintain academic good standing at all times.

Reports to: Entrepreneurship Events & Marketing Coordinator

Job Statement

We are seeking a Student Writer & Media Specialist to create unique written content for the UpStart Center for Entrepreneurship blog, and assist in providing print and digital marketing and communication materials. Student will work alongside University of Maine and UpStart Center for Entrepreneurship staff, but will be expected to work with minimal direct supervision and exercises a high level of independent judgment, initiative and creativity.

Qualifications: Requires impeccable organizational, verbal, written, and presentation skills. Ability to work both autonomously and within a team environment. Position requires high degree and respect for confidentiality and professionalism. Must exhibit proficient knowledge in video recording and Microsoft Office.

Primary Responsibilities:

- Reports on activities and events for UpStart blog
- Interviews entrepreneurs and writes articles

- Photographs and films activities and events
- Creates video clips for projects
- Assists in the development of communication materials (print- and web-based)
- Greets and provides information to visitors
- All other relevant tasks as assigned

How to Apply

Submit cover letter and resume with two references to contact individual below via email.

Angela McCue
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