Student Affairs Communications Assistant
Seeking a qualified graduate student to coordinate and manage key aspects of communications projects and initiatives for the Division of Student Affairs. This is part-time position, 20-22 hours per week and runs August 18, 2014 - May 15, 2015. (Training begins prior to fall semester, and position ends spring finals week.) Specific duties are as follows:

- Coordinate the design and production of the Office of Student Development (OSD) print and web publicity. This includes helping to maintain up to date content on OSD websites.
- Supervise, train, and motivate a staff of five undergraduate program assistants on the communications team.
- Manage social media accounts and strategies for the OSD Facebook, Twitter, and other venues.
- Coordinate the printing and distribution of publicity for OSD events.
- Oversee the student organization publicity process.
- Coordinate large-format print requests for the Division, outside partners, and student organizations, and advise student organizations on the rules and guidelines for publicizing events and maintain publications database.
- Maintain print supply inventory.
- Attend divisional professional development, OSD staff meetings, and other meetings as appropriate.
- Additional Responsibilities as determined by the Student Affairs Communications Director.

Desired Qualifications
- Bachelor’s degree in graphic communication, communication, advertising, art, public relations or related field
- Experience in layout and production of publications and fluency in desktop publishing software and in a Macintosh environment (Adobe Creative Suite, Final Cut Pro, iMovie, and others)
- Ability to supervise, advise and train students in areas of marketing, publications and graphic communication
- Strong customer service skills, sensitivity to and appreciation of various constituencies and values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university
- Knowledge and experience with HTML and HTML editing software
- Strong written, oral, and project management communication skills
- Strong attention to detail and ability to monitor content for accuracy and integrity
- Interest in pursuing career in student affairs or higher education
- Commitment to Marquette University Mission

Position pays $15.00 per hour. Applicants must be attending classes at Marquette at least part-time. Note: there are no tuition benefits included with this position.