

HIRING GRADUATE STUDENT(S)

Communication Specialists • \$15/hour, 9-20 hours/week

Support Communication, Media, Marketing, and Administration

If you're interested, send your resume to Marianne Latz at mlatz2@ncsu.edu.



Scan to Email

Responsibilities

Create and update brochures, flyers, how-to and presentation templates.

Develop training documents, including researching content and creating references.

Build presentation materials to support meetings.

Assist with video and online course development, references, research, and course testing.

Support activities related to holding meetings including preparation, set up, and tear down.

Proofread materials.

Gather and report on administrative data.

Create, distribute, monitor, and report on results of surveys.

Coordinate communication efforts with Center leadership, staff, and other student employees.

Develop story ideas and write stories for website and social media.

Maintain and grow the Center's social media.

Other duties as assigned.

Minimum Qualifications

- Undergraduate degree in Communication, Psychology, or Public Administration, or other area of Social Science
- Enrolled in a graduate program in Social Sciences at NC State University
- Experience creating visual media
- Experience writing to non-academic audiences
- Ability to research and develop documents for training, evaluation, meetings, and presentations
- Experience with Microsoft Office and Google suites of products
- Proven ability to learn and gain proficient use of new software
- Strong verbal and written communication skills
- Strong organizational and time management skills
- Capacity to participate in and provide administrative support for university and state level meetings

Preferred Experience

- Canva or other brochure/flyer building applications
- Mailchimp or similar email marketing applications
- Managing social media across multiple platforms
- Creating online marketing programs
- Proofreading professional documents and/or programs