Communications Assistant

The College of Health and Human Sciences Dean’s Office is seeking a dynamic individual to help us get the word out to our constituents about the exciting work being done in our College. This is a hands-on, real world opportunity to help drive our communications strategies at multiple levels. Position is 15-20 hours per week and begins August 2014.

Job Responsibilities:

- **Writing:** Conduct interviews, write, and edit the following: web stories, newsletter and magazine articles, and news releases including alumni, faculty, and student profiles. Assist with planning and storyboarding for various College and unit publications.

- **Photography:** Take photos with the office camera at College events for social media channels. Take photos to accompany news stories.

- **Social Media:** Assist in developing College social media campaigns. Update College social media sites with current posts.

- **Web:** Update College websites with current news and events postings.

Requested Skills, Experience, and Qualifications:

- Excellent verbal and written communication skills with knowledge of AP Style
- Experience working in a journalism or communications environment preferred
- Highly organized, detail-oriented, flexible self-starter
- Proficiency in MS Word and Outlook email and calendar.
- Proficiency in social media platforms including Facebook, Flickr, LinkedIn, Twitter, Pinterest, and YouTube
- Ability to maintain confidentiality
- Must be able to manage multiple assignments, set priorities, and meet short deadlines
- Demonstrate ability to work effectively as a team member and as a well-informed, articulate representative of the University/College
- Photography skills a plus
- Willingness to work weekend/evening hours when requested (minimal)

This is a work study or student hourly position with competitive compensation. A graduate student is preferred.

To Apply: Send resume and cover letter electronically to Gretchen Gerding at gretchen.gerding@colostate.edu. To learn more about the College, see www.chhs.colostate.edu.

Contact Person:
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