

Graduate Assistant Position

Office of Student Success—Communications

Department:	Office of Student Success, School of Education
Site Supervisor Name and Title:	Jillian Strong, Assistant Director of Academic Advising
Number of Openings:	1
GA Description:	The School of Education is seeking a graduate assistant that will support school-wide communication efforts. Eligible candidates must be students enrolled in a School of Education master's or doctoral program.
Learning Outcomes:	<ul style="list-style-type: none"> • Graduate assistant will learn how to align communication efforts with mission, vision and strategic plan. • Graduate Assistant will learn how to edit the web, develop social media campaigns and coordinate various communication efforts.
Specific Duties:	<ul style="list-style-type: none"> • Manage various social media accounts • Content creation and posting on various social media platforms • Make edits to web as needed • Assist in developing communication campaigns • Admin work related to communications • Other duties as assigned
Required Skills:	<ul style="list-style-type: none"> • Excellent writing, communication and organizational skills. • Professional work ethic and the ability to work independently and as part of a team • Experience with social media • Comfortable with technology
Schedule:	Flexible hours, 10 hours a week paid at \$15/hour.
Start Date:	September 1, 2021
Interested students may submit résumé and cover letter to:	oss@redlands.edu