

Holy Cross College
Student Employment
Fall 2019

Title: **Communications Assistant**

Department: Marketing and Communications

Supervisor: Monica Garvey Leyes

Email: mleyes@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor

Rate of pay: \$8.50 per hour

Location: V-248

Purpose

The publications student assistant works closely with the Assistant Director of Communications to organize and develop Holy Cross College print and electronic publications, as well as enhance the College's social media presence. Preference will be given to students with a positive faculty recommendation and/or background in writing.

Essential Job Duties:

- Work with the supervisor to develop news and feature stories for website, press releases, newsletters, and *Connections* (bi-annual college magazine)
- Develop, write and edit news and feature stories
- Regularly contact assigned writers for status updates
- Work with supervisor to maintain and adhere to College visual identity and best social media practices
- Other duties as assigned

Minimum Education, Skills and Abilities:

- Must exercise significant judgement and confidentiality in working with staff, donors, alumni and story subjects
- Advanced responsibility and organizational skills
- Excellent writing and editing
- Excellent interpersonal communication skills
- Computer proficiency with Word and Excel
- Experience using social media platforms
- Adobe Creative Suite experience is preferred