

## **MVNU Student Employment Job Description**

**JOB TITLE:** Communications Student Assistant

**DEPARTMENT:** Marketing Department

**REPORTS TO:** Joe Huddleston, Communications Specialist

**PAY GRADE:** Current student worker pay rate

**AVAILABILITY:** 6 to 8 hours per week — Office hours are 8 a.m. to 4:30 p.m. Some evening or weekend availability may be required.

**JOB SUMMARY:** The Communications Student Assistant will support the Marketing Department by contributing to a variety of writing and communication tasks that adhere to MVNU's brand and mission. This position offers a unique opportunity to gain hands-on experience in multiple aspects of marketing and communications. Your work will directly support the University's efforts to engage potential students, current students, faculty, staff, alumni, donors, churches, and more.

### **REQUIREMENTS:**

- Strong writing and proofreading skills
- Attention to detail
- Good organizational skills
- Ability to manage multiple tasks
- Attire on the Job: University Dress Standard as listed in the Student Handbook

### **DUTIES** (include but not limited to):

- Writing and editing press releases
- Writing and editing postcards, posters, emails, and social media posts for a marketing clients
- Assisting with the production of the alumni magazine, The Flame, and bi-monthly digital newsletter
- Research for stories/posts
- Creating/updating quote database
- Other duties as assigned

**TO APPLY:** Please submit the student worker application and be prepared to provide writing samples.