

**** UNDERGRADUATE POSITION AVAILABLE ****

Commonwealth Honors College Communications Assistant

10 hours/week

Hourly Rate: \$13/hour

Commonwealth Honors College seeks an Honors student with exceptional writing skills to serve as a communications assistant beginning in the Spring 2019 semester.

By drafting news and feature stories, engaging in social media, and conducting event publicity, communications assistants help to highlight the activities, accomplishments, and innovation of the Commonwealth Honors College community.

Duties

- Collect and edit news items for college's weekly bulletin
- Identify and collect compelling stories about Commonwealth Honors College students
- Draft stories/articles for publication in college and campus publications
- Contribute to *Honors InSight* blog and update college's social media pages
- Maintain pages on college's website
- Collaborate with other college units to support student recruitment and event publicity
- Conduct interviews as needed
- Attend and report on college events
- Maintain college's image library
- Work under the supervision of the Director of Communications
- Other duties as necessary

Qualifications

- Must be a Commonwealth Honors College student in good standing
- Ability to synthesize information and communicate it effectively
- Strong writing skills, with ability to adjust writing style for varied purposes and audiences
- Proficiency in Windows operating system
- Proficiency with Facebook, Twitter, and Instagram
- Demonstrated ability to take initiative and work independently
- Attention to detail
- Experience with website maintenance preferred
- Work-study preferred

To apply

- To apply, submit a letter of interest, resume, and two writing samples to:
Natalie Georges, Director of Communications, 301 Commonwealth Honors College,
natalie.georges@honors.umass.edu.
- Submit application by 5:00 p.m. on **Wednesday, January 30, 2019**.