



Communications Assistant

The University of Richmond Office of International Education seeks a communications assistant to assist the publications and events coordinator with internal and external communication tactics, public relations, and marketing.

Hours: Approximately 5 hours per week, hours vary and can coordinate with your schedule. Flexible work locations and evening hours available.

Specific duties include:

- Filming and editing short videos for YouTube
- Managing International Education Facebook page
- Designing advertisements for various media
- Writing and editing feature stories for web and printed pieces
- Assisting with special events
- Serving as photographer at special events
- Establishing, drafting and posting entries to International Education blog
- Other duties as assigned

The ideal candidate would have:

- An interest in communications, public relations, marketing, or event planning
- Good writing and editing skills (journalistic style preferred)
- Experience with videography and photography
- Experience with Adobe InDesign, Photoshop and iMovie
- Access to Macintosh computer and Adobe InDesign, Photoshop, and iMovie

Training is available.

Compensation: Level III

What you gain:

- Experience working in communications and events
- Clips for your portfolio
- Course credit (if you choose to pursue through your academic department)

To apply, e-mail your résumé and cover letter to Katreena Clark, publications and events coordinator, at kclark@richmon.edu by November 6, 2009.