JOB: Communications Graduate Assistantship

DEPARTMENT: Graduate School Dean's Office

RESPONSIBILITIES:
- Create content for both print and web (website, weekly announcements, newsletter, and special events).
- Monitor the Graduate School's social media and online presence.
- Assist with organizing special events.
- Assess and report on the effectiveness of communication strategies.
- General Administrative Duties include, but not limited to, the following:
  - Reply to email, telephone or face-to-face inquiries
  - Greet and assist visitors to the office
  - Answering direct phone calls and emails
  - Assist in the preparation of regularly scheduled reports
  - Research and create general reports for Dean, as requested
  - Maintain contact list, computer and manual filing systems
  - Handle sensitive information in a confidential manner
- All other duties as assigned.

REQUIREMENTS:
- Excellent communication (verbal & written), time management, and critical thinking skills
- Self-motivated
- Attention to detail
- Proficient in Microsoft Office, Adobe Photoshop & InDesign
- Able to complete tasks independently and collaboratively with others

PREFERRED QUALIFICATIONS:
- Proven experience in public relations and administrative roles
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills

TERMS OF EMPLOYMENT:
- Full-time LSU graduate student in good academic standing
- Must work 20 hours per week
- 12 month appointment

Interested candidates should submit a cover letter and recent resume to Rodney Goldsmith at graddeanoffice@lsu.edu.