The Tennessee Reading Research Center is hiring a communications student worker for a variety of duties centered around informing and engaging a variety of internal and external stakeholders. Pay is $12 per hour for undergraduates $15 per hour for graduate students. The expected time commitment is 10 hours of work per week.

COMMUNICATIONS STUDENT WORKER

RESPONSIBILITIES

- Creates copy, design, and suggests photos for communication channels – particularly social media
- Performs research for communication campaigns, stories, and projects to identify best practices and opportunities for innovation
- Assists Communications Specialist with media relations and story pitches
- Contributes ideas for copy planning meetings and prepares them for execution

REQUIRED QUALIFICATIONS

- Social media
- Strong writing and editing skills
- Strong communication skills and ability to build relationships
- Attention to detail, accuracy, and organization
- Graphic design skills
- Ability to work individually or as part of a team
- Ability to manage multiple projects
- Flexible and adjusts well to change
- Maintenance of confidentiality regarding university stakeholders
- Cultural awareness and appreciation for diversity, equity, inclusion
- Current UTK student

PREFERRED QUALIFICATIONS

- Adobe Suite
- Photography
- Proficiency in videography
- Working knowledge of copyright and other laws pertaining to publications and media
- Knowledge of WordPress

STUDENTS WILL:

- Gain experience working in a professional environment
- Be a contributing member of a small team at a center dedicated to improving individuals' literacy skills
- Create content for a portfolio related to a marketing/communications professional
- Practice transferable job skills such as attention, focus, organization, and time management
- Receive feedback on their performance

SEND COVER LETTER AND RESUME TO: hguthri3@utk.edu