

Communications Student Assistant, University Library

Employment begins: Immediately

The University Library seeks a Communications Assistant to provide graphic design and administrative support for library communications and development. Reporting to the Communications and Outreach Librarian, the Communications Assistant will work with the Communications and Outreach Librarian, as well as the Library Office Manager, the Library Dean, and the Head of Special Collections & University Archivist, to assist in creating compelling communications pieces for PSU and external audiences; and will assist in building relationships with alumni, donors, students, and faculty to advance the Library's vision of scholarship, partnership, access, and community engagement.

Responsibilities

- Design and edit communication pieces, including newsletters, postcards, flyers, and digital signage
- Manage and maintain donor database
- Send gift acknowledgments
- Provide clerical support for development activities
- Provide support for Library events
- Support social media (especially Facebook and Twitter) by providing photographs, ideas, posts, etc.
- Provide occasional administrative support and back-up to Office Specialist and Office Manager in Library Administration
- Other duties as assigned

Job Qualifications

- Proficient in graphic design, preferably in Adobe InDesign and Photoshop
- Strong written and verbal communication skills
- Proficient in MS Word and Excel
- Must be conscientious, detail-oriented, and a creative problem solver
- Interested in communications, marketing, development, alumni relations, social media, or similar
- Photography skills or interest helpful

Eligibility:

- Must be PSU student. Prefer sophomore, junior, or senior standing or graduate student
- Maintain the minimum credit hours each term/be eligible to be a student employee

Hours and Rate

Starting at \$11.00 an hour (depending on experience), 10 hours a week

TO APPLY:

Send a cover letter, resume, and a list of two references, as well as graphic design samples, to keecha@pdx.edu noting "Communications Assistant Search" in the subject line. Review of applications will begin immediately and continue until finalists are identified.