

Office of Undergraduate Research Communications Assistant

Office/Department: Office of Undergraduate Research

Contact Name: Dr. Lorraine W. Wolf, Director of Undergraduate Research

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Length of Position: Open, beginning November 2017. This is an 8-10 hours/week position. The pay rate is \$12/hour.

Position Description:

The Communications Assistant provides support for projects and activities related to fostering excellence in undergraduate education through research. The successful candidate should have excellent writing, communication and organizational skills. S/he must be a self-starter and able to work within deadlines, manage multiple assignments and collaborate effectively with others.

Responsibilities include:

- Assist with the mission of the Office of Undergraduate Research by facilitating activities related to undergraduate research.
- Work with others to implement activities associated with the Undergraduate Research Fellowship and the “This is Research: Student Symposium”.
- Develop content for social media and manage UGR social media presence.
- Manage and edit the UGR website.
- Manage and send out the weekly Undergraduate Research newsletter.
- Assist with grant applications, publication projects, outreach activities, marketing material creation, and assessment endeavors.

Desired Qualifications:

1. Excellent command of written English; ability to communicate effectively through email and electronic media
2. Interest in and experience with undergraduate research
3. Knowledge of webpage construction (Wordpress)
4. Working knowledge of Office products, such as Word and Excel
5. Demonstrated proficiency with Adobe Creative Suite (Photoshop, InDesign, Dreamweaver, Acrobat) a plus

To APPLY: Send letter of interest, a resume, transcript, and contact information for at least two professional references to undgres@auburn.edu. Position will remain open until filled. Review of applications will begin immediately.