

1. **Job Title:** Integrated Marketing & Communications Student Assistant
2. **Department:** University Communications and Marketing
3. **Address:** Administrative Services Building, 185 E. Mill Street
4. **Contact information:** Janet Watts at [jw10@uakron.edu](mailto:jw10@uakron.edu)
5. **Number of students needed:** 2 or 3
6. **Job description:** Our office manages the communications and marketing needs for the university. Our student assistants work side-by-side with our professionals in several areas: media relations, web, video, social media, advertising and marketing. Assistants also help with clerical duties.
7. **Desired skills and qualifications:** Foremost, we look for students who are good thinkers and writers. Assistants must demonstrate the ability to organize information and present it clearly and persuasively. From there, we will involve you in projects that will develop your skills further.
8. **What skills will the student develop?** While all student assistants will have several writing assignments each semester under the guidance of a professional, the assistants can choose to work on projects in one or more of these areas: media relations, web, video, social media, advertising and marketing. Our professionals help the student assistants prioritize tasks and focus on multiple projects and deadlines simultaneously.
9. **Regular Student Employment, Federal Work Study or Both?** Both.
10. **Pay Rate:** \$8.00 per hour
11. **Hours / week:** On average, about 20 hours per week
12. **Job application instructions:** We have positions open for summer and for fall. To apply for the position, please go to University Communication and Marketing's homepage and fill out the application. <http://www.uakron.edu/ucm>. Please send resume and writing sample to [uakronUCM@uakron.edu](mailto:uakronUCM@uakron.edu). You will be contacted by the department if there is an interest to interview you.