

**Position Title** Part-Time Summer Department Public Relations Assistant

**Number of Open Positions** 2

**Department Name** Tim Russert Department of Communication & Theatre

**Position Description** Summer Work Study - Job Description  
May 2017-August 2017

The Russert Department summer work-study will support the department's promotional needs primarily through redesigning the department's showcases and bulletin boards, creating visual displays, managing the department presence at summer orientations, and supporting the leadership transition for WJCU. This summer work-study assistant will gain valuable experience with designing, promotions, and organization. A successful candidate will be a student who is committed to IMC, has experience with design, and possesses excellent writing skills. This is a paid position.

Work-study responsibilities would include:

- Design promotional materials for the Russert Department for summer orientations
- Design and implement showcase displays
- Develop content for Russert Department bulletin boards
- Represent the department at summer orientation Resource Fairs
- Support the transition of WJCU directors
- Manage multiple projects simultaneously and actively clarify instructions and expectations as needed, and complete other duties as assigned

Work study Learning Objectives:

1. (Cognitive Development) To develop strong marketing skills, including best practices for various media, and how to effectively present and share compelling stories
2. (General Skill Development) To gain skill in logistics, leadership and communication in written, interpersonal and presentation formats
3. (Personal Growth and Development) To build self confidence in a professional setting

Work-study qualifications:

1. GPA of 2.20 or higher.
2. Academic status of sophomore or higher.
3. Able to work 12- 15 hours per week

**Days and Times Needed** Varied times

**Nights or Weekends Required?** No

**Pay Rate** \$8.15

**Job Location** Tim Russert Department of Communication & Theatre

**Supervisor Name** Margaret Finucane

**Supervisor Email** [mfinucane@jcu.edu](mailto:mfinucane@jcu.edu)

**Supervisor Phone**

216-397-1608