

**** Position Announcement ****
Center for Global Engagement
University of Tennessee, Knoxville
<https://cge.utk.edu/>

Position	Student Communications Assistant—Writer
Compensation	\$10.00 per hour
Work Hours	Approximately 10 - 20 hours per week for Fall 2022 with the potential for a longer term arrangement. Start date in Fall 2022 or in Summer 2022 if candidate's schedule allows.

Responsibilities

The Student Communications Assistant will support the Center for Global Engagement with its communication needs including

- Writing and editing press releases or feature stories to highlight global engagement activities by our faculty, staff, and students
- Content creation for websites, monthly newsletter, annual report, and social media
- Working with other team members to manage content calendar
- Providing event coordination
- Assist with graphic design and social media as needed

Skills/Experience Required

- Excellent written and oral communications skills
- Detail-oriented
- Knowledgeable about Knoxville and the UT campus

Preferred

- Coursework in journalism, writing or related field
- Knowledge and familiarity with UT editorial guidelines and the Associated Press Stylebook
- Knowledge of Microsoft Teams

Additional

- Must be enrolled as a UT student for Fall 2022

To Apply Email your cover letter, resume and at least one writing sample to Jason Moody at jmoody9@utk.edu.

Applications will be reviewed as submitted, with interviews beginning as soon as possible.