** Position Announcement **
Center for Global Engagement
University of Tennessee, Knoxville
[https://cge.utk.edu/](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](mailto:jmoody9@utk.edu).

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