**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.

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.