

## JOB OPPORTUNITY: Communications Assistant

A qualified individual is needed for a student Communications Assistant position with the Center for Public Health Systems Science (CPHSS), a research center within Washington University's Brown School. This position will be located in Goldfarb Hall, 2<sup>nd</sup> floor.

The Communications Assistant will work primarily with the Center's Assistant Director of Communications and Dissemination to manage the Center's website and help design, write, and produce Center communications.

### Major responsibilities will include:

- Assisting with migration of CPHSS website from Sharepoint to WordPress
- Writing and editing stories for CPHSS website and newsletter
- Tracking Google and Twitter Analytics and creating reports
- Developing Twitter social media calendar
- Processing images in Adobe Photoshop for upload to website
- Updating CRM database
- Other tasks as assigned

### Minimum requirements:

- Completed undergraduate degree
- Excellent writing, editing, and proofreading skills
- Keen attention to detail and organizational ability
- Proficient computer skills and strong technical aptitude to learn new software--experience with Microsoft Office required
- Ability to work independently

### Preferred requirements:

- Experience with web development/design/coding/maintenance (WordPress, Sharepoint, web programming languages)
- Experience with social media (Twitter)
- Experience with graphic design and design software including Adobe Creative Suite CC (InDesign, Illustrator, Photoshop)

### Part-time student position (approx. 10 hours/week)

*Anticipated Start Date:*  
September, 2017

To apply, please send resume, cover letter, and short writing sample to

**Laura Brossart**  
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