



**CENTER FOR TEACHING & ASSESSMENT OF LEARNING COMMUNICATION STUDENT ASSISTANT**  
2017-2018 Academic Year

10 hours per week, \$13/hour for undergraduates. Higher rate for graduate students.  
Open to advanced undergraduate students and graduate students

**POSITION DESCRIPTION**

The Center for Teaching & Assessment of Learning (CTAL) seeks a communication student intern who is interested in creating written and web content, and managing social media for our center. This part-time position includes the following responsibilities:

- Maintaining, re-organizing, and contributing content to the CTAL website (Wordpress maintenance)
- Managing communication about CTAL events via Twitter
- Writing content for the Faculty Commons Newsletter
- Creating articles for UDaily
- Documenting CTAL programming via photographs, video-clips, and live-tweeting
- Using Microsoft Office products (Word, PowerPoint, and Excel) and Google products for collaboration (Documents, Sheets, Slides)

The Communication Intern will be responsible for creating outward-facing documents that highlight the activities of the Center, and must have exceptional writing skills. In addition, the assistant should be comfortable working in a collaborative environment and have strong interpersonal skills, as s/he will interact with faculty, staff, and other faculty development service providers. The ability to work autonomously on projects, with excellent time-management and organizational skills is imperative. Attention to detail is essential. Professional fluency in spoken and written English are required.

To apply, interested students need to submit the following materials no later than **Monday, May 15, 2017**:

- Resumé
- Letter of application describing experience and interest in communications
- Sample of persuasive written work (no more than 2 pages)
- Example of web or graphic design work
- Contact information for faculty member to provide a recommendation

Please send complete application packet to Kathleen Langan Pusecker (contact information is below). Electronic submissions are acceptable.

Kathleen Langan Pusecker  
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