NOW HIRING

The Office of Summer & Winter Session at Rutgers University-Newark is actively searching for a creative, highly motivated, and responsible student to join our team as a Media Assistant. The ideal candidate will possess strong communication skills (verbal and written), be able to organize and prioritize multiple projects and deadlines, and must be able to work independently. Strong Photoshop, WordPress, and Microsoft Office Suite skills are required. Prior photography, illustrator and Drupal experience is highly preferred.

The Media Assistant must be available to work during the academic year, as well as summer and winter breaks. The office is conveniently located on campus, in Blumenthal Hall, and operates Monday through Friday from 8:30 am – 4:30 pm. Some weekend and evening hours may be required. The position is limited to 20 hours per week.

RESPONSIBILITIES:

- Assists in content development for print and digital communications.
- Assists in the creation of visual concepts, and development of layout designs for print and digital media.
- Identifies and applies best social media practices.
- Provides administrative support to the Program Coordinator and other department staff.
- Assists with coordinating, promoting, and attending on-campus recruitment events.
- Assists with updating web sites
- Responsible for updating department websites and social media accounts.

To apply please email a cover letter, resume, graphic design work or portfolio to:

Cristina Craig, at Cristina.Craig@rutgers.edu or WinterSession@newark.rutgers.edu.