

**2 Summer/Fall/Spring Graduate Student Positions**

Ivan Allen College Communications Office

**News and Communications Writer,   
Web Content Strategist, Social Media Coordinator,**

**Video Producer**

**Two summer positions are** available beginning May 1 through August 15, 2017, with a possibility of continuing as a GRA throughout the academic school year. It is anticipated that one position will focus on writing responsibilities and the other on video production, however the Communications Director will determine the final breakdown of responsibilities for each positions based upon   
the skills of the successful applicants.

**Application deadline for Summer positions is Friday, May 5, 2017**

**Application deadline for Fall/Spring positions is June 15, 2017.**

Email cover letter and resume to [rebecca.keane@iac.gatech.edu](mailto:rebecca.keane@iac.gatech.edu)

No phone calls please. Those who are interviewed may be asked to submit writing samples and take a brief writing test.

**Job Description**

Graduate students are employed according to Georgia Tech and Ivan Allen College policies for GRAs or Tech Temp employees.   
Graduate students in the Ivan Allen Communications Office are expected to:

* Make arrangements through Rebecca Keane, Director of Communications, for satisfying weekly time commitments for work hours: a minimum of 13 hours spread across 4 days. Hours are to be fulfilled on site in our office location.
* Carry out tasks related to IAC daily tasks and projects as assigned by the IAC Director of Communications, Dean, and/or in collaboration with other Ivan Allen College staff.
* Work collaborative with other Communications graduate assistants to ensure that the flow of projects keeps an appropriate pace for success given needs and expectations.
* Ensure that all communications conform to GT/Ivan Allen College Communications guidelines, systems, and specifications.
* Function always in a professional manner

**News and Communications Writer, Web Content Strategist, Social Media Coordinator, Video Producer**

**Location**: Ivan Allen College Dean’s Office. Employees are required to use Ivan Allen Communications Office computers and equipment.

**Supervisor**: Rebecca Keane, Ivan Allen College Director of Communications

**Time Commitment**: Minimum of 13 hours per week, spread across 4 days. Up to 32 hours are possible for Tech Temps. Positions require that students establish and work a regular schedule that falls within the business day 9a-6p.

**Primary Responsibilities**:

* Manage daily news content for College news streams, press stream, social media, calendar, and monthly newsletter. Gather and/or originate stories, information, and photos. Discern appropriate stories for various communications vehicles. Write copy and content for feature stories.
* Post stories, photos, and other content and update College website content through Ivan Allen Content Management System.
* Post stories and events through campus syndication system.
* Plan subject matter, shoot, and edit videos, post to YouTube and College website.
* Update and maintain documentation of Communications processes.
* Build likes and engagement on social media by creating social media campaigns and posts, building links and connections, and suggesting strategies. Cross-promoting to website.
* Occasionally may be asked to assist in designing invitations, posters, data visualizations, power point presentations, or other digital and print graphics and collateral.
* Logistical and/or tech support for events.
* Create and disseminate communication materials to drive attendance for events both internal and external to GT.
* Provide administrative support.
* Other duties as assigned.

**Required Skills Sets**

* Strong writer with competent knowledge of grammar, sentence structure, and narrative.
* Familiarity with journalism and communications tasks.
* Strong familiarity with posting to social media: Facebook, Twitter, Youtube, etc.
* Web and tech savvy; familiarity with website content management system (CMS)
* Knowledge of design basics such as web page layout. Ability to reproduce a template
* Skill using Photoshop to manipulate photos for various applications.
* Strong experience in video production including creative and technical abilities. Edit on Adobe Premiere Pro Creative Cloud 2017.
* Outstanding organizational ability.
* Task oriented. Flexibility and ability to pivot when tasks are re-prioritized.
* Self-starter.