

COMMUNICATIONS ASSISTANT

The UTC Annual Giving program, within the Office of Development & Alumni Affairs, is looking to hire a current student for the position of Communications Assistant.

Responsibilities:

- Work with the Associate Director of Annual Giving to develop content for philanthropic and alumni communication channels.
- Research given topics and create summary reports and analyses.
- Support creation of development materials in both print and digital formats.
- Assist with the LaunchUTC Crowdfunding platform including project development, reporting, and marketing.
- Assist with and may take lead on video and web production projects.
- Develop ideas and those provided by staff into viable opportunities through research and content.
- Provide photography and graphic recommendations based on available resources and publication needs.
- Provide support to any development and alumni projects, as directed by division staff.

Qualifications:

- Must have completed one year of study at UTC.
- Must be a full time UTC student in fall and spring semesters.
- Preference given to students available to work in Summer 2016.
- Communication, English, Business, and Non-Profit Management students preferred.
- Exceptional writing, editing, and proofreading skills.
- Competencies with Microsoft Word and Excel.
- Understanding of print production, web content production, graphic design, and/or photography preferred.
- Ability to meet deadlines, self-motivate, and work independently.

Specifications:

- Approximately 15 hours a week
- Located in the Development House, 3rd Floor
- \$8.50/hour, paid biweekly

To apply, submit the following items to andrew-clark@utc.edu:

- Resume'
- Two writing samples
 - One of your own choosing - any writing style
 - One persuasive paragraph on why an alumnus/a should give to UTC.