Ball State University
Graduate Assistantship Available

Sponsored Projects Administration (SPA) announces a full-time (20 hrs/week) graduate assistantship available for the 2019-20 Academic Year to begin Fall 2019 and have the potential to continue into Summer Semester 2020.

Position Title: **Promotions and Events Assistant**

Position Reportage: This graduate assistant position reports to Director, Sponsored Projects Development and their designee.

Position Duties and Responsibilities: As **Promotions and Events Assistant**, responsibilities include:

- Work with SPA office staff to create content (including text, and audio) for, and maintenance of the office website, social media outlets and blog, and interface with University Marketing & Communications when appropriate.
- Design promotional materials for SPA, and related events, such as: posters, handouts, social media graphics, and office swag (content writing/graphic design);
- Attend University/office functions and act as SPA photographer and scribe (may include evenings and weekends as needed);
- Assist with communication and coordination with other departments on campus for events and promotions;
- Assist the Publications Assistant as needed; such as writing content for the office Research Magazine;
- Perform front of office duties;
- Other duties as assigned.

Qualifications: Sponsored Projects Administration (SPA) is looking for a tech-savvy content producer to assist with promotional activities of the office. Candidate will produce and update SPA website content through the Sitecore content management system (training will be provided). Candidates will assist in desktop publishing (writing/graphics/layout) and experience in these areas is preferred. Candidate should possess superior communication skills, both verbal and written. Candidate should be familiar with common principles of blogging and social media. Experience with any blogging platform is acceptable. SPA is currently active on Facebook and Twitter and anticipates expanding to other social media platforms. Video production and/or photography experience preferred.

Candidates will be expected to interact with members of the campus community in an official capacity; they should therefore exhibit a level of maturity and professionalism that will allow them to best represent themselves and SPA in these interactions. Candidates must be able to work independently and problem solve, but also follow instructions as given. High levels of organization and time management are required.

Schedule: Time requirement is 20 hours per week. These hours are flexible, and should generally be scheduled generally M-F 8am-5pm. May be required to work evenings and weekends as needed.
Application: To apply, please submit, via email, the following materials in PDF or Word format:

- Cover letter, including a brief description of skills, experience and how this position fits into your career goals.
- Résumé/CV, including contact info (email address & telephone number)
- Three references, including names, titles, and telephone/email addresses
- 1-3 examples of previous work – a complete portfolio is not necessary, however please submit examples of previous publications, marketing materials or blog/short articles

Please send via email to Ms. Augusta Isley in Sponsored Projects Administration (amwray@bsu.edu).

Interviews will begin immediately and will continue until the position is filled.

Ball State University operates on an equal opportunity basis in hiring practices.