Graduate Communications Assistant
Center for Centers

The Center for Centers is currently seeking a graduate student to assist our Web Design & Communications Specialist.

The Graduate Communications Assistant is responsible for proactively managing website content, creating and posting of social media content, and providing analytics reporting for various centers. He or she should be very organized, reliable, and be willing to take initiative to ensure websites have current information. The candidate should possess exceptional communication skills, as well as a working knowledge of HTML and Adobe Creative Suite.

Essential functions:
- Maintain social media channels for various BC Centers
- Web updates and support to 15 individual websites
- Monitor web analytics and provide reporting

Requirements:
- Highly organized, good attention to detail, dependable
- Exceptional customer service and communication skills
- Knowledge of HTML, CSS, and Dreamweaver
- Experience with Adobe Experience Manager (AEM) and Adobe Creative Suite a plus
- Communications degree or similar experience preferred

Rate of pay: $1650/month
Academic year: 15-20 hours/week
Starting: September 1. Please send all resumes and cover letters to the Web Design and Communications Specialist: Michelle Muccini (marchany@bc.edu)