Graduate Communications Assistant – Web & Social Media
Center for Centers

The Center for Centers is currently seeking a graduate student to assist our Manager, Communications Services.

The Graduate Communications Assistant is responsible for proactively updating 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 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.

Essential functions:
- Maintain social media channels for various BC Centers and Departments
- 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 InDesign a plus
- Marketing or Communications degree or similar experience preferred

Rate of pay: $1250/month
Academic year: 15-20 hours/week
Starting: September

Please send all resumes and cover letters to the Manager, Communications Services: Michelle Muccini (marchany@bc.edu)