Graduate Communications Assistant – Print 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 assisting in the development and design of assorted print and promotional materials for various centers and departments, including event flyers, posters, newsletters, and brochures. He or she should be organized and reliable. The candidate should possess exceptional communication skills, as well as a working knowledge of Adobe InDesign.

Requirements:

• Highly organized, good attention to detail, dependable
• Exceptional customer service and communication skills
• Experience creating graphics and good sense of design
• Knowledge of Adobe InDesign a plus
• Marketing or Communications degree or similar experience preferred

Rate of pay: $1250 /month
Academic Year: 15 hours/week
Starting: September.

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