

Graduate Communications Assistant – Web & Social Media Center for Centers

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

The Graduate Communications Assistant is responsible for proactively managing website content and emails, creating and posting of social media content, and providing analytics reporting for various centers. They should be very organized, reliable, and be willing to take initiative to ensure websites have current up to date content. 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: 20 hours/week

Starting: August/September. Please send all resumes and cover letters to the Manager, Creative Services:
Gaurie Pandey (pandeyg@bc.edu)