Graduate Communications Assistant – Print 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 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, reliable, and professional. The candidate must possess exceptional communication skills, and thorough working knowledge of Adobe InDesign.

Requirements:
Highly organized, strong attention to detail, and dependable
Excellent communication skills and customer service
Experience creating graphics, possess a good sense of design and skill
Knowledge of Adobe Creative Suite, InDesign a plus
Marketing or Communications experience preferred

Rate of pay: $1,666/month Academic Year: 20 hours/week Starting: ASAP
Please send all resumes and cover letters to the Manager, Creative Services, Gaurie Pandey (pandeyg@bc.edu)