**Organization Name:** Student Affairs Communications and Engagement
**Job Title:** Digital Content Assistant
**Reports to:** Leah Erben (Marketing Communications Manager) and Digital Content Manager (student lead)

**Job objective:** Assist with the writing, editing, and building of the Laker Weekly Newsletter and support Student Affairs marketing projects

**Responsibilities:**

- Works with Digital Content Manager and other Digital Content Assistant in creating and assembling content for the divisional newsletter
- Maintains communication before, during, and after the writing process
- Implements any feedback or edits, meeting established deadlines
- Interviews students, Student Affairs departments, and campus partners for various projects
- Serves as a liaison for select Student Affairs departments and assists with the promotion of events and resources

**Required Qualifications:**

- Must be current GVSU student enrolled in at least 6 credits
- Studying writing, journalism, advertising & public relations, communications, or a related field
- Strong organizational and time management skills
- Able to work independently and with a team
- Proficient in Microsoft Office and Google Drive
- Able to effectively communicate with a variety of audiences
- Able to adopt different voices for articles, blurbs, and news stories
- Available to work 8-10 weekly hours between 8 a.m. and 6 p.m. (M-F) during the academic year

**Preferred qualifications:**

- Prior experience writing for online content, blogs, newsletters, or social media
- Involved in student organizations or programs on campus
- Experience working with websites and/or newsletters

**Compensation:** Starts as a level 3A ($15.50/hr) with merit-based increases available

**Description of organization:** The Promotions Office is a student-powered creative agency that provides design, print, video, photo and digital marketing services for clients (on campus) which educate, inform, and inspire the campus community. We are a part of Student Affairs Communications and Engagement within the Division of Student Affairs.

**How to apply:** Deadlines and information about applying for this position can be found online at: http://gvsu.edu/promotions/apply