

## Student Assistant for Web Communications (Fall 2019)

Trinity College's Office of Communications is accepting applications for a Student Assistant for Web Communications. The assistant will support the office's website operations in the day to day management of the college's website and with special web projects. This position is an excellent opportunity for students interested in marketing, communications, writing, editing, or content production.

### **Duties and Responsibilities**

Under the direction of the Web Communications Manager, the Student Assistant for Web Communications will be responsible for:

- Building sites and pages using the college's management system (WordPress and SharePoint)
- Researching, gathering, and editing images
- Writing, editing, and gathering content
- Performing QA checks on web content to ensure accuracy and functionality

### **Hours**

5-10 hours per week, Monday-Friday. Scheduling is flexible.

### **Skills**

- High attention to detail
- Reliability and excellent follow through on tasks
- Excellent written and verbal communication skills
- Interest in writing for the web, digital marketing, and SEO
- Familiarity with content management systems a plus, especially WordPress
- Experience with basic editing of images is a plus
- Knowledge of Chicago style a plus

### **Pay Rate**

\$11.00/hour

### **Application**

Send a letter of interest and a résumé to [Ellen.Buckhorn@trincoll.edu](mailto:Ellen.Buckhorn@trincoll.edu)