

Communications and Design Student Assistant

Job Description:

Position Overview: We are seeking a dynamic and creative Communications and Design Student Assistant to join our team. This role will provide support for our Communications team in various aspects of graphic design, communication, website management, and event coordination. The ideal candidate is a motivated student with a passion for digital marketing, design, and effective communication strategies. This position is a part-time job opportunity.

Responsibilities:

1. Graphic Design:

- Collaborate with the communications team to create visually compelling graphics for various communication materials, both digital and print.
- Maintain brand consistency and design standards across all visual content.

2. Content Creation:

- Assist in generating engaging and informative content for different communication channels, including social media, newsletters, website, and presentations.
- Use design skills to enhance the visual appeal of communication materials.

3. Social Media Support:

- Contribute to the planning and execution of social media content, including creating graphics and assisting in scheduling posts.

4. Website Design and Maintenance:

- Support the design and layout of the organization's website, ensuring user-friendly navigation and alignment with the brand's aesthetics.

5. Event Promotion:

- Assist in designing promotional materials for events, including flyers, banners, and digital assets.
- Collaborate with the events team to ensure consistent event branding.

6. Communication Strategy:

- Collaborate with the communications team to help develop and implement communication strategies that effectively convey messages to various audiences.

Qualifications:

- Currently enrolled as a UCR student pursuing a degree in Communications, Graphic Design, Marketing, or a related field.

- Proficiency in graphic design software, particularly Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Strong written and verbal communication skills.
- Creativity and an eye for design, with the ability to translate ideas into visually appealing content.
- Basic understanding of communication principles and strategies.
- Familiarity with social media platforms and content scheduling tools.
- Experience with website content management systems (e.g., WordPress) is a plus.
- Detail-oriented and organized, with the ability to manage tasks independently.
- Collaborative mindset and the ability to work effectively within a team.

Benefits:

- Gain practical experience in communications and design within a professional environment.
- Opportunity to contribute to real-world projects and enhance your portfolio.
- Flexible work hours to accommodate your class schedule.

Application Process:

Interested candidates should submit their resume and a portfolio showcasing relevant design and communication projects. Shortlisted candidates will be contacted for an interview.