

Communications Assistant for the College of Education in the Office of College Advancement

Description: To provide communication and admin support for the **College of Education in the Office of College Advancement**.

Duties: Duties include designing and editing (print and digital) communication materials such as brochures, posters, fliers and conference programs for several diverse units of the College. Additional duties include data entry, scanning/copying/filing, organizing and researching.

Skills Required: Excellent organizational and interpersonal skills and the ability to maintain a high degree of confidentiality, reliability and attention to detail and accuracy. Ability to multitask and meet deadlines. Must be comfortable working in a team environment.

Experience Required: Must be proficient with Microsoft and Creative Suite software -- especially InDesign. Must have previous experience with designing various documents and publications on deadline.

Work Location: Dean's Office, Aderhold Hall

Schedule: TBD based on class schedule

To apply, please email resume and optional cover letter to jenw@uga.edu - Jen Williams, Senior Communications Director, College of Education at UGA