**Andrew Young School of Policy Studies**

**Georgia State University**

POSITON: PR/Marketing Communications Graduate Administrative Assistant (GAA)

DESCRIPTION: Responsibilities incorporate public relations/marketing communications activities that will include, but are not limited to:

* Writing news stories and features for the Andrew Young School’s website, magazine, online newsletter and/or the Georgia State University website
* Writing news releases
* Posting items on the web, in social media, and other digital venues
* Updating and maintaining mailing and email lists and other databases

The position also may be called on to provide support at special events.

SKILLS REQUIRED:

* Research
* Interview
* Journalistic writing and editing
* Proofreading
* Digital fluency

QUALIFICATIONS: Apply ONLY if you are a Georgia State University graduate student with training in journalism, public relations or marketing communications, or experience in writing news releases and news features. Must be an enthusiastic team player with exceptional journalistic and marketing writing skills. Social media experience is a plus. Education and/or experience in policymaking, governance and nonprofits is also a plus.

HOURS: 20 hours a week, flexible schedule

TIME PERIOD: One semester, with possible extensions

TO APPLY: Send cover letter, resume, two references and 2-4 writing samples (brochures, flyers, press releases, articles) to Jennifer Giarratano at jgiarratano@gsu.edu.