Job Summary

The California Cybersecurity Institute is in need of a determined, self-motivated, graduate student employee looking to work in an exciting and growing environment.

Responsibilities

- Write to target audiences in a way that relates to them personally so that core messages are more readily received
- Write copy for use by the organization on various media as well as outside publications, broadcasts, and other media outlets to promote sales
- Successfully understand and communicate mission and vision of the CCI
- Vary language and tone of messages based on service and medium
- Correct and/or record omissions, errors, or inconsistencies in all written content
- Work with marketing team to ensure that messaging is always being conveyed clearly and effectively across campaigns and to various market segments
- Work with grant writers to ensure all proposals are consistent in voicing and contain no spelling or grammatical errors
- Submit content through Cal Poly’s approval system in a timely manner for distribution

Required Skills

- Excellent verbal and written communication skills required
- Knowledge of basic marketing principles and tactics
- Strong interpersonal and presentation skills
- Attention to detail in order to catch small mistakes
- Flexibility to change direction and manage conflicting demands
- Comfortable working in a fast-paced, startup work environment
- Ability to learn quickly
- Excellent computer skills including Microsoft Office, creative softwares a bonus