Communications Assistant Position Description

Program: Cal Poly Scholars
Rate: $16.00 / hour
Hours: Hours per week vary depending on the time of year:
  • Training & Planning (Spring – Summer 2023): Approx. 2 – 10 hours/week
  • Academic Year (Fall 2023 – Spring 2024): Approx. 8 – 15 hours/week (semi-flexible times)

Communications Assistant Responsibilities

Under the direction of the Cal Poly Scholars program, the Communications Assistant will:
  • Collaborate with fellow Communication Assistant to strategize and calendar intentional and inclusive marketing and messaging for Scholars via social media, email, and website platforms
  • Partner with Program Assistants and Lead Scholar Mentors to ensure timeliness and accuracy across marketing and messaging efforts
  • Build audience engagement and brand consistency
  • Develop relationships with campus partners in order to amplify and cross-promote relevant events and opportunities
  • Utilize graphic design and website tools to create compelling and accessible content
  • Document workshops and events (photo, video) and maintain necessary consent forms
  • Attend team meetings, 1:1 meetings, and trainings as scheduled by supervisors
  • Complete all other responsibilities as assigned

Requirements & Qualifications
  • Current Cal Poly Scholar who is in good standing with Cal Poly and the Cal Poly Scholars program
  • Enrolled as an undergraduate student for the full duration of the 2023-24 academic year (Scholars in blended 4+1 programs who begin fall with undergraduate status will also be considered)
  • Maintain good academic and conduct standing with the university throughout employment
  • Desire to make a difference in fellow Scholars’ lives
  • Excellent communication skills
  • Welcoming personality that values inclusion and diversity
  • Ability to take direction as well as create and work independently
  • Collaborative approach to addressing work tasks and solving problems
  • Organized and actively implements personal time management techniques
  • Creative and strategic approach to problem solving
  • Hold weekly office hours
  • Promote, ensure, and enhance accessibility across marketing and messaging

Apply

To apply, complete the Communications Assistant Application no later than Sunday, March 26, 2023 at 11:00 p.m. A link to the application is found on the Scholars website under applications. You will need to be logged into your Cal Poly Portal to complete the application.
If you have questions about the Communications Assistant position, please contact Ana Garcia at agarc596@calpoly.edu.