

Communications Assistant Position Description *

Program: Cal Poly Scholars

Rate: \$17.50 / hour

Hours: Hours per week vary depending on the time of year:

- Training & Planning (Spring – Summer 2026): Approx. 2-10 hours / week
- Academic Year (Fall 2026 – Spring 2027): 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 Communications Assistants to strategize and calendar intentional and inclusive marketing and messaging for Scholars via social media and email platforms
- Partner with other Cal Poly Scholars' Student Assistants to ensure timeliness and accuracy across marketing and messaging efforts
- Build audience engagement and brand consistency
- Develop relationships with campus partners 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 meeting, and training as scheduled by supervisor
- Complete all other responsibilities as assigned
- Manage and update digital photo album and necessary storage files
- And all other duties 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 Fall duration of the 2026-27 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 make 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

How to Apply

To apply, complete the [online application](#) no later than Sunday, February 8, 2026 at 11:59 p.m.

If you have any questions about the Communications Assistant position, please contact Ana Garcia at agarc596@calpoly.edu