Communications Assistant Position Description

Program: Cal Poly Scholars
Rate: $16.50 / hour
Hours: Hours per week vary depending on the time of year:
  • Training & Planning (Spring – Summer 2024): Approx. 2 – 10 hours/week
  • Academic Year (Fall 2024 – Spring 2025): 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, email, and website 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 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
  • Manage and update digital photo albums and necessary storage files

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 2024-25 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

Apply

To apply, complete the online application no later than Sunday, February 11, 2024 at 11:00 p.m.

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