

POSITION ANNOUNCEMENT: Student Communications Specialist **Advanced Structures & Composites Center**

Job Description

The **Advanced Structures & Composites Center** is seeking a **Student Communications Specialist** to aid the **Office of Communications**. This 12-month position, offering up to 30 hours a week of work. This position will begin Summer Semester 2023 but the right candidate will be considered to start sooner or later than this deadline.

General Responsibilities

- Draft editorial content related to Center news and events for publication on the website and in promotional materials (content may include researcher publications, new hire announcements, blog and feature-length posts on Center research and events, press releases, email copy, etc.)
- Website management (WordPress Website)
- Assist with editorial strategy and brainstorming to tell stories that advance the Center's Green Energy and Materials (GEM) strategic plan
- Content creation
- Event assistance
- General administrative assistance

Preferred Experience & Qualifications:

- Preferred Requirements (may include but not limited to):
 - Experience conducting interviews and research
 - Ability to synthesize and convey scientific research to diverse audiences
 - Previous writing and/or journalism coursework or experience
 - Website management experience
 - Candidates must be able to work independently and as part of a team.
- Additional Requirements (may include but not limited to):
 - Must demonstrate excellent communication skills, written and oral
 - Work in close coordination with our social media team to tell compelling written and visual stories
 - Perform other duties as assigned

Who can apply? Applicants must be admitted to a UMaine degree program and enrolled full-time. Students from any discipline are welcome to apply.

What does it pay? The appointment carries compensation of \$15.80 with a guaranteed raise after 3 months probationary position. This is a 12-month position, offering up to 30 hours per week during the school semester, and 40 hours a week during University break periods and the summer semester.

Interested? Send us a letter outlining your interest and qualifications, a copy of your resume, and 3 writing samples to Taylor Ward at Taylor.Ward@maine.edu, and copy MJ Gautrau at margaret.gautrau@maine.edu. Incomplete applications will not be considered. **Review of applications will begin immediately** and will continue until the position is filled.

For further information please contact Taylor Ward at taylor.ward@maine.edu or 207-581-2230.