



Student Worker or Internship Position 2026-2027 Academic Year

DEPARTMENT: Office of Institutional Advancement and Alumni Relations
CONTACT: Elaine Warren
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JOB TITLE: Communications Assistant
HOURS: 10 hours per week, Flexible Scheduling. Fall & Spring semesters.
COMPENSATION: Paid (Work Study or Workship) or Academic credit if interested in an internship. We will coordinate with your faculty advisor to fulfill internship criteria for your degree.

SUMMARY:

The William Jewell Advancement and Alumni Office seeks a dynamic, self-starter to assist with communications efforts. This position is an excellent opportunity to experience various aspects of communications while working in a professional work environment. **This position will help you build your professional portfolio!**

The advancement communications assistant serves as a content developer for newsletters, social media, and events for advancement and alumni relations. The communications assistant participates in the implementation of emails, videos, and the creation of graphics. This position works closely with department directors but should be comfortable working independently. The position reports to the department's project manager.

DUTIES AND RESPONSIBILITIES:

- Effectively communicate themes, stories, and news that appropriately position the College in the minds of alumni, donors, friends, and the public.
- Write content across multiple channels including print, social, video and email for the following:
 - Alumni Facebook page
 - Alumni newsletter
 - Alumni and donor web pages
 - Events such as Homecoming, Achievement Day, and other donor-related events
- Coordinate and produce simple and short videos to accompany social media posts and promote events and fundraising efforts.
- Provide creative support for social media, email communications and other department projects that require design, photography, branding, etc.
- Serve as a proofreader to ensure information leaving the office is accurate and thorough.
- Attends and assists with department events. (Not required if outside work hours.)

KNOWLEDGE & SKILLS

- Working toward a college major (sophomore and up) in Communications, Public Relations, Digital Media Communication, English, and Business w/emphasis in Marketing.
- Demonstrated experience in communications with writing, design and video samples.
- Solid grasp of social media tools and platforms including Facebook, LinkedIn, etc.
- Strong grammar, spelling and editing skills and knowledge of AP Style.
- Working experience in Canva or Adobe Creative Suite, video production software, Microsoft Office and comfortable learning new software platforms.
- Self-starter who can succeed with general direction and exercise independent judgment.
- Excellent verbal, written, and interpersonal communications skills for working with students, staff, and faculty across the college.

++ Added perk, sometimes there's treats in the break room!

APPLICATION DETAILS: Applicants must submit a resume and samples via e-mail to warrene@william.jewell.edu along with their completed Student Employment Application (online): <https://www.jewell.edu/afford/student-jobs>