ONE (1) Full-Time Graduate Assistantship for Academic Year 2022-2023. A full-time GA requires 20-hours per week. GA will report to the Communications, Development, & Alumni Relations Coordinator for Rowan University College of Education.

Requirements and Qualifications
- Consistent professionalism, reliability, integrity and a positive attitude.
- Outgoing, friendly, courteous, and accurate in all areas of work.
- Proficiency with Google Drive, Docs, Canva.
- Professional communication and writing skills.
- Ability to comply with University Brand Standards.
- Flexible as this may include occasional evening/weekend hours.

Preferred
- Bachelor’s degree in Public Relations, Communication, Marketing, Education or related programs.
- Some knowledge of publication layout principles (typefaces, white space, etc).
- Some knowledge with updating websites and social media, and using software like Canva Pro, Adobe Illustrator, and/or Adobe InDesign.

Duties and Responsibilities
- Execute assigned tasks with diligence and accuracy.
- Aid in campus outreach and event planning.
- Aid in maintaining the College of Education website.
- Assist with regular communications to multiple constituents.
- Assist with publication projects, including but not limited to social media content, promotional materials, posters and more.
- Perform other duties as assigned by supervisor.

Application Deadline
- May 1, 2022

For Further Information Contact
Kathryn Croskey
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Application Forms
The GA application forms are available through the Global Learning and Partnerships website.