Communications and Events Assistant | Center for Research on Families (CRF), UMass Amherst

Type of Appointment: Project Assistantship
Application Deadline: April 20th
8/26/18 to 5/26/19
10 hours/week $25.23/hr.

Preference given to students from College of Social and Behavioral Sciences

The Center for Research on Families (CRF) is an interdisciplinary research center whose mission is to support research on issues of relevance to families. CRF is seeking a self-motivated student to join our team and assist with the communications, events and programming. For more information about the Center and it’s events go to www.umass.edu/family.

JOB DESCRIPTION (2018-2019 Academic Year)
The CRF Graduate Students assist the Event, Communications and Office Manager in the following tasks:

1. Manage and organize application materials for Family Research Scholars, Students Scholars, Student Awards and other CRF programs. Support programs as needed.
2. Write and disseminate news and materials for the website, annual report, newsletters, social media, blogs and email announcements.
3. Assist with events planning, advertising, and logistics related to our lecture series, workshops, and annual dinner.
4. Updating contact database and researching new contacts
5. Duties shared by the student team:
   - Assisting in all aspects of planning the annual Research and Awards Forum
   - Promoting events: Disseminating ads/posters across campus and via web
   - Ordering, setting up refreshments/catering for events
   - Other duties as needed

POSITION REQUIREMENTS
- Experience producing, editing, and writing online and print publications; science writing and ability to translate scholarly writings and publications preferred. Experience with graphic design a plus.
- Experience using Drupal, Constant Contact, Illustrator, InDesign, Excel and all MS office programs preferred (or willingness to learn), competence with MAC, PCS and standard office equipment.
- Willingness to take initiative on projects and flexibility to do what is needed in the moment
- Careful attention to detail and excellent follow through
- Excellent communication and time management skills
- Experience managing events helpful

TO APPLY
To be considered, please send an email with the subject “CRF Graduate Student Position” to Gisele Litalien, Associate Director, glitalien@umass.edu by April 20th. Please include the following:
- A brief summary of your relevant experience and why you would be a great fit
- Resume including computer programs you are comfortable using
- At least one reference
- Optional: If you have a sample of relevant writing and/or any graphic design work you have done please submit those as well

April 2018