

## **9 month 50% Graduate Research Appointment beginning August 16<sup>th</sup>**

### **Job Duties -**

Maintains and publishes college web page, reports, and electronic communications. Designs and revises print communications. Updates CASA calendar and social media. Serves as the JASA assistant to the editor. Researches Big Data trends and opportunities. Assists with the coordination of the CASA Research Symposium.

- Updates social media and writes press releases/news articles
- Design and develop CASA web pages
- Assists in the creation of promotional materials (photography/videography/graphic design)
- Assists with planning and coordination of CASA events
- Serves as CASA webmaster
- Delivers website analytics reports to the Dean of the college
- Responds to research requests from the Dean and other CASA Admin

### **Qualifications -**

- Graduate student at SIU
- Working knowledge of computers and proficient in Microsoft Office software.
- Experience in website programming and development.
- Must be self-starter with excellent written and verbal skills.
- Must be energetic and hard working.
- Must have excellent time management and organizational skills.
- Must have an attention to details.
- Must have strong writing skills

Please submit cover letter and resume to, Cara Doerr: [caradoerr@siu.edu](mailto:caradoerr@siu.edu)  
College of Applied Sciences & Arts

Deadline to Apply – July 15 or until filled.