

CSUN Marketing & Communications is Hiring Student Assistants

Hello CSUN PRSSA,

A lot of you have asked about internships and jobs in public relations. Please see below this amazing job opportunity on campus to work here at CSUN's Marketing & Communications department.

If you have any questions about the positions, E-Board members, Leena and Bridget both have worked in this department and can answer your questions from a student assistant perspective.

Below is the job description/information.

Positions available:

- Student writers (communications, magazine, e-newsletters, development)
- Social media
- Media relations/PR (assistant to Dir. of Media Relations)

Junior or seniors preferred (must be able to commit at least **2 semesters of work**). Graduate and international students welcome. Students do not need to be a Journalism major to apply, although that training does help. We've also had excellent students in this position with majors such as:

Public Relations

Journalism

Comm Studies

English/Creative Writing

English Ed

History

Marketing

(most, if not all, had Journalism as their **minor** or already had worked at a publication/college newspaper/magazine/online news outlet).

Position: Student Assistant for University Communications

Department: Marketing and Communications, University Advancement

Description: Position available for student in writing disciplines with interest and experience in social media creation, news writing, magazine writing, and press release development. The

position calls for assisting the University Communications staff in content development and copy editing. Applicant must be enrolled full-time as a CSUN student.

Duties:

- Cover on-campus events in multiple formats, including social media and writing post-event story
- Develop articles to be posted and/or featured on CSUN Today that announce, reflect or highlight campus events and accomplishments, faculty and staff news and student accomplishments
- Develop feature stories on subject matter pertaining to students, faculty, and alumni for inclusion on CSUN Today
- Contribute content ideas for potential CSUN Today stories, press releases and *CSUN Magazine* features/featurettes
- Copy edit materials to be posted to all university forums
- Support social media for University Advancement, including creating original content for Facebook, Twitter, Instagram, and Snapchat
- Develop marketing-directed content as directed
- Various administrative duties

Skills required and developed:

- Strong writing skills in multiple areas, including news, social media, press release, and creative writing
- Strong editing skills, including knowledge of AP style and proper grammar
- Strong communication skills, including comfort in conducting interviews
- Fluency in social media programs, including, but not limited to, Facebook, Twitter, Instagram, and Snapchat
- Strong research skills with media, including familiarity with the CSUN website
- Familiarity with Microsoft Office – must be fluent with Microsoft Word (Mac edition)
- Basic familiarity with Adobe programs, including Photoshop and InDesign

CSUN students who meet the requirements and would like to apply, please send a resume and cover letter to olivia.herstein@csun.edu. Students selected for interviews will also be asked to complete a short writing/editing test.