The Institute for the Theory & Practice of International Relations

Position Title: Communications Assistant

Contact Person: Susan Dickerson

Contact Email: stdickerson@wm.edu

Website Address of Hiring Department: http://www.wm.edu/offices/itpir/

Duties: Work with ITPIR communications team to promote the Institute's research projects by writing news stories, designing and distributing promotional materials, growing and engaging a following on social media, and interacting with current students and alumni on a variety of communications and development initiatives.

Skills:

• Strong written communication skills including correct spelling & grammar
• Strong social media skills
• Strong researching skill including the determination to find answers to questions
• Ability to produce polished work under deadlines
• Interest/experience in photography and/or graphic design
• Above all the ability to be flexible

Hours: Part-time – 10 hours per week (Fall 2015 &/or Spring 2015), some evening & weekend work may be required to assist with ITPIR event

Pay Per Hour: $8.00

To apply, email a cover letter and a resume to Susan Dickerson, stdickerson@wm.edu. Please indicate whether you have a work study award in your application materials.