Ball State University
Graduate Assistantship Available

The Sponsored Programs Office (SPO) announces a full-time (20 hrs/week) graduate assistantship available for the 2013-14 Academic Year with potential for continuing in Summer Semester 2014.

Position Title: Publications Assistant

Position Reportage: The graduate assistant reports to the Director of the Sponsored Programs Office and designee, Proposal Manager / Research Editor.

Position Duties and Responsibilities: As Publications Assistant, primary responsibilities include:

- Assist Proposal Manager / Research Editor (PM) in the development of the Ball State Research online publication (http://cms.bsu.edu/about/administrativeoffices/spo/research) includes, at the direction of the PM, interviewing for, writing, and editing articles and assisting in coordination efforts with University Marketing and Communications. Includes coordinating video production, along with University Teleplex, related to online publication.

- Assist Research Information Coordinator in the development of the SPO Newsletter Blog; includes interviewing for and writing faculty vignette articles for the Researchers in the SPOtlight series.

- Attend University-related events and symposia associated with the above publications. May include evenings and weekends as needed.

- Other duties as assigned

Qualifications: A competitive applicant will have:

- Bachelor’s degree in journalism, English, public relations, or related field
- Must be available to work 20 flexible hours per week, which may include evenings and Saturdays
- Excellent written and oral communication skills
- Strong technical writing skills and knowledge of writing for the Web preferred, including blogging.
- Extensive working knowledge of social media, Microsoft Office, and technical troubleshooting capabilities
- Demonstrated ability to work independently and in a highly organized, detailed manner
- Demonstrated time management and problem solving skills
- Strong customer service skills
Schedule: Time requirement is 20 hours per week. May be required to work evenings and weekends as needed.

Application: To apply, please submit, via email, the following materials in PDF or Word format:

- Letter of interest, including a description of skills, experience, aspirations
- Résumé, including contact info (email address & telephone number)
- A writing sample of approximately 1,000 words
- Three references, including names, titles, and telephone/email addresses

Please send via email to Ms. Sarah Lee in the Sponsored Programs Office (slee@bsu.edu).

Submission Date: No later than May 17, 2013

Interviews will begin immediately and will continue until the position is filled.

Ball State University operates on an equal opportunity basis in hiring practices.