Student Health Services
Graduate Assistant (1 position, 20 hours/week)
Public Relations and Marketing

Under the general supervision of the Public Relations and Marketing Director, the incumbent will work out of the Thomson Building and be responsible for supporting the public relations and communications needs of Student Health Services. The graduate assistant supports the mission of Student Health Services through the development and design of communications tactics including print, advertising and electronic media.

Position responsibilities include:

Writing:
- Articles and briefs for Gamecock Health magazine, SHS website and other applicable publications
- Press releases, media advisories and news items for distribution to USC Media Relations division and related departments and through SHS website and social media
- Copy for advertising, brochures, fliers, social media and other communications pieces
- Posts for social media

Graphic Design:
- Recurring major print publications including Gamecock Health magazine, SHS student guide and SHS parent guide
- Support initiatives, programs, services and events through brochures, fliers, posters, banners, signage and other items
- Advertising for placement in campus publications, including Garnet & Black and The Daily Gamecock

Public Relations
- Staffing events and representing SHS to promote initiatives, programs and services for prospective and new students and other groups
- Providing tours of the Center for Health and Well-Being
- Monitoring public health, college health and media trends to determine opportunities for improved communication, strategy or relaying of information.

Skill Requirements:
- Proficiency in Adobe InDesign and/or Illustrator and Photoshop
- Knowledge and experience with social media tools
- Strong interpersonal and organizational skills
- Knowledge of basic Microsoft Office programs, including Word, PowerPoint, and Publisher
- Effective oral and written communication skills
- Ability to work cooperatively with team members

Salary and Dates of Employment:
- This position provides in-state tuition rates and an academic year stipend.
- This position is for one academic year, including fall and spring semesters. The start date for this position is August 7, 2019 and the end date is May 1, 2020. For more information about Student Health Services visit www.sc.edu/healthservices

To apply for this position, please submit the online application, a statement of interest (300-500 words), and your current resume/CV on the Student Health Services website www.tinyurl.com/SHSGApositions. The deadline for application is April 12, 2019. You will be requested to submit samples of your work upon receipt of your application.

For more information about this position, contact Dianna Colvin at colvind@mailbox.sc.edu or 803.777.1650. For more information about Student Health Services, visit www.sc.edu/healthservices.