

**Westminster College**  
**POSITION VACANCY**

**Graduate Assistant in Communication**

The Westminster College Office of Marketing and Communication seeks a Graduate Assistant to assist the Director of Communication with promoting, informing and educating the community about Westminster College's students, programs, events and initiatives through online and print publications. Primary responsibilities include developing editorial content and writing stories for press releases, the College's website and social platforms and the alumni magazine. The Graduate Assistant will develop story ideas, set appointments and interview sources. The Graduate Assistant will also produce the weekly all-campus email newsletter using available content. Other duties may include posting website and social media content, disseminating releases to media using news distribution software, writing articles for other College publications and managing student writers. Additionally, the candidate may collaborate with Office colleagues to research and write marketing materials, which may include print collateral, web content and email campaigns.

This is a 11-month, 30-hour a week position that includes graduate tuition remission (if desired, must be accepted into the College's graduate program), on-campus housing, a meal allowance, and a \$1,000 monthly stipend.

A bachelor's degree is required and is preferred in the areas of Communications, Journalism, Public Relations or a related field. The candidate should possess clear and coherent writing abilities and be familiar with AP style. We welcome applicants with different experiences and backgrounds, from underrepresented communities, and those from nondominant identity groups.

Interested individuals should email a cover letter, resume, two writing samples, and the names and contact information for three work-related references to Elizabeth Hildebrand, Director of Communication, at [hildebef@westminster.edu](mailto:hildebef@westminster.edu). For full consideration, application materials must be received by August 13, 2021. An offer of employment is contingent upon the successful completion of PA Act 153 background checks.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion