Student Web Content Manager

**Description of Duties:**
Student will play a leading role in managing the MSUCOM website which will include creating new materials, assisting other content managers in troubleshooting problems, and contributing ideas which will further improve the site. He/She will be overseeing the site using Cascade Server CMS – an enterprise-level content management system used by many universities and other public institutions. Our student worker will learn all the essential features of the program as well as many of the more advanced features.

**Experience:**
Familiarity with Cascade Server CMS is not required, but previous web content management experience is required. Some experience writing and editing is a plus. Students with collaboration experience and a team-oriented work ethic are highly sought for this position. Preference will be given to Juniors or higher.

**Expected Duration:**
Students who can commit to one-year of employment are preferred. Students with work-study are preferred.

**To Apply:**
Please send resume and three writing samples to craig.reed@hc.msu.edu. Please put “Student Web Content Manager Position” in the subject line.

Public Relations Assistant

**Description of Duties:**
Student will be developing articles, press releases as well as handling day-to-day activities within the office. He/She will also be playing an integral role in enhancing the college’s social media presence.

**Experience:**
Previous writing and editing experience is required. Strong communication, public relations, marketing or equivalent background preferred including those who have taken social media marketing classes such as ADV 420 or ADV 830. Students with collaboration experience and a team-oriented work ethic are highly sought for this position. Preference will be given to Juniors or higher.

**Expected Duration:**
This position is expected to be short-term (one semester in duration). Students with work-study are preferred.

**To Apply:**
Please send resume and three writing samples to craig.reed@hc.msu.edu. Please put “Public Relations Assistant Position” in the subject line.