Academic Success Center Marketing Graduate Assistant

Job Description:
The Academic Success Center (ASC) is seeking a graduate assistant to aid in the marketing efforts of the Center. The primary functions of the position will be to develop, implement, and advance comprehensive ASC marketing and public relations plans that focus on building relationships between the Center and its stakeholders, which range from high school students/parents to community leaders. This individual will highlight student achievement by communicating Center efforts and priorities in relation to key university initiatives. This position works closely with the Dean’s Office and reports dually to the Dean and Assistant Dean.

Visit the ASC website for additional information on the Center: www.unlv.edu/asc

Qualifications:
- Must be fully admitted to a Masters or Doctoral program at UNLV
- Field of study must be in Marketing, Communications, Public Relations, Journalism, or a directly related field
- At least one year of relevant experience is preferred
- Must maintain good academic standing (i.e. 3.0 GPA or higher)
- Possess superior interpersonal, written, and oral communication skills
- Effectively working with teams of administrative faculty, academic faculty, students, parents, volunteers, donors, and/or community leaders
- Knowledge of traditional and new media platforms including electronic communications, social media planning, and video production is preferred

Compensation:
- Standard Graduate College stipend for Masters and Doctoral level candidates
- Student Health Insurance
- Partial to full tuition coverage for 6 units depending on years of service

Application Requirements:
1. Complete a GA application on the Graduate College:
   https://app.applyyourself.com/AYApplicantLogin/ApplicantLogin.asp?id=unlvgrad
   - Create an Account
   - Mark the box that indicates: “I wish to be considered for an assistantship”
   - Indicate the Academic Success Center as your preferred place to apply

2. Submit the following documents as attachments in one email to brandy.smith@unlv.edu:
   - Detailed resume listing qualifications and experience
   - Letter of interest
   - List of 3 professional references, including their name, contact information, and current position
   - Complete UNOFFICIAL transcripts from all previous institution(s)

Applicants will be notified via email or telephone if they are selected for an interview.