

Communications Office Staff Assistant, Law School
University at Buffalo, The State University of New York

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Posted Apr. 4, 2024, set to expire Aug. 4, 2024

Job Title	Communications Office Staff Assistant, Law School
Department	Law School
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/49477

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Job Description

The **Communications Office Staff Assistant** is responsible for the management of content used by the [School of Law](#)'s Office of Communications including news, constituent data, photography, and other assets. This position proactively assists with the promotion of law school news to both internal and external audiences and provides editorial support to the Vice Dean for Communications. The Communications Office Staff Assistant must have good judgment, excellent organizational and editing skills, and be able to balance multiple, time-sensitive projects.

Primary Duties & Responsibilities include, but are not limited to:

- Content creation and management.
- Editorial and design assistance.

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- Data compilation, tracking and maintenance.
- Coordination of publication distribution.
- Assistance with special projects, as needed.

Minimum Qualifications

- Bachelor's degree in Marketing, Communications, Public Relations or related field required.
- Experience in higher education and/or a marketing and communications environment.
- Excellent writing, editing, proofreading and verbal communication skills.
- Demonstrated success in drafting and editing communications for various audiences.
- Experience tracking, recording, and managing data.
- Demonstrated ability to manage multiple projects in a deadline-driven, team oriented environment.
- Knowledgeable and experienced with all Microsoft products.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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