

Research Development Communication Assistant

The Research Development Office at the University of Delaware seeks a part-time Communication Assistant who will support the daily activities of the unit.

Part-time (10-20 hours per week), paid hourly

Duties and responsibilities:

Under the general direction of the Communications Manager, the **Student/Miscellaneous Wage Assistant** will help to develop and maintain the Research Office's web presences. This includes developing unique, original content for a variety of communications platforms; repurpose content from a variety of internal and external sources for multi-platform distribution; and monitor digital traffic to ensure online content is reaching target audiences.

This position will help maintain large back end, data driven areas of the web site and will need to be proficient in css, html, javascript and php coding. Develop, coordinate, and /or implement overall concepts and content of electronic outreach efforts. Help to produce social media campaigns, E-Newsletters, email correspondence using such programs as Mailchimp. Collateral material, presentations and event support are responsibilities of this position.

Familiarity with WordPress, html, javascript, and php coding. The Adobe Creative Cloud including Photoshop, Indesign and Microsoft Office mastery preferred.

Qualifications:

High school degree or equivalency required. Bachelor's degree preferred. Prior experience working with Adobe Creative Cloud and excel very helpful.

Apply

To apply, please send your resume, with contacts for 1-2 references, to David Barczak db@udel.edu

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities, and Veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices>.