Seeking Student Communications Assistant

**Job Description:** The Life Sciences Network (LSN) has an immediate opening for an undergraduate Student Communications Assistant. An interdisciplinary network working to link graduate programs and research across 42 research specialties on campus, LSN will provide the student communications assistant with a unique opportunity to write about a wide range of research topics in the life sciences.

The Student Communications Assistant will serve a vital role in developing creative communications pieces (print and web), marketing materials, and databases for the LSN and the Life Sciences Interdisciplinary Graduate Programs. This person will be tasked with multiple ongoing communications and office related projects, including interviewing members of the OSU community for stories, writing creative pieces for print and/or web, co-developing marketing pieces, creating and maintaining internal databases, typing reports and meeting notes, and providing support for LSN events. A key component of this position will be keeping the LSN’s comprehensive web calendar populated and up-to-date, as the calendar is used by 1,000+ members of the OSU community monthly.

The Student Communications Assistant will be given strict deadlines for project completion. The ideal candidate will be a strong self-starter who has an eye for the details and the drive to meet or exceed deadlines. Many of the communications pieces will have a strong scientific focus and will require one-on-one interviews with researchers. As such, candidates should be comfortable approaching anyone in the Ohio State community and writing about science. This person will be expected to work with limited supervision and travel across campus regularly for interviews and meetings.

**Requirements:** Professional writing and interviewing experience is required, as is proficiency in Microsoft Office Suite (Outlook, Excel, Access, Word, PowerPoint). Training will be made available for web editing. Must be a current undergraduate student at the Columbus campus. Communications, Journalism, or English major preferred, as are students with sophomore or junior standing.

**Hours:** Must be available to work 10 hours/week during the school year. Additional hours may be possible during breaks and in the summer. Work hours are flexible, but must be scheduled during standard weekday business hours. This position will report directly to the LSN Program Manager.

**Rate:** $10 per hour

**Start date:** Flexible

**Application Instructions:** Interested students should send a résumé, cover letter, and news article or science writing sample to Jenna McGuire at mcguire.165@osu.edu. Please use the subject line “Student Communications Assistant.” **Deadline for submission is Friday, September 5, 2014.**