Office of Teaching and Learning Mission Statement:
Creating and sharing best practices to enhance inclusive teaching and learning.

Marketing & Public Relations Graduate Assistant Job Description:
The role of the marketing and public relations GA is to assist the marketing and public relations coordinator. An overall project will be assigned in an area of strength that may include any of the following: writing feature stories, editing blog posts, creating social media campaigns, setting up email campaigns, content calendar planning, audio or video production, website content generation, website updates, program analysis, event planning, and/or implementation of marketing and public relations campaigns.

Other duties that may be assigned include:

1. Keep information display stocked, which may include working with printers, designing new brochures, or editing current brochures.
2. Maintain and promote current social network sites.
3. Write and edit feature stories and blog posts.
4. Maintain and add information as needed to content calendar.
5. Distribute event information on campus.
6. Attend and evaluate tradeshows (if applicable).
7. Assist in creation of email campaigns.
8. Periodic review of website for grammar, link errors, etc.
9. General website updates.

Graduate Assistantships include a tuition waiver, and this assistantship will include a stipend of $18,000 annually for a 20-hour-per-week position, fall, spring, and summer. We can provide office space and a laptop for use during the period of the assistantship.

If interested, please send a resume to:
Stacy Duffield, Director
Phone: 701-231-7102
Email: stacy.duffield@ndsu.edu