

**2019-2020
FEDERAL WORK-STUDY
JOB DESCRIPTION**

Department: Strategic Communications

Campus: Cooper

Position Title: Marketing and Public Relations Assistant

Supervisor Information:

Name: Michelle Sjogren

Campus: Cooper

Building: Moloney

Room: 120

Phone: 859-227-6221

Brief Job Description: Assist with strategic communication activities for the college including social media, graphic design, marketing materials, event planning and execution, electronic announcement and calendar coordination, and website engagement

Preferred qualifications: Good verbal and written communication skills, commitment to excellence, proficient with Microsoft Office tools, interest in and/or experience with social media, event planning, web design, graphic design, video production and/or photography.

Number of positions: 1-2



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