

**2018-2019  
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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