Job Description for Student Intern Program – Communications & Design

This is a paid position for up to 20 hours per week, per semester. This student will assist the Chancellor's Office staff with various writing, design and special projects; support day-to-day office functions; and assist other departments in the Texas Tech University System Administration as needed.

Position Duties

- Conduct research and create meeting, preparation and briefing materials for the office staff.
- Complete graphic/digital design duties, including providing design and concept development assistance and creating promotional materials for various project types.
- Update web content and design elements for the Texas Tech University System website (www.texastech.edu).
- Create content/messaging for TTU System social media channels (@TTUSystem).
- Draft letters and other correspondence and assist in mass mailings and letter distribution.
- Review and edit materials produced by the office and other departments.
- Manage and maintain visual identity guidelines and files.
- Assist with marketing and advertising strategies, including collaborating with staff to increase brand awareness of the TTU System and its component institutions via social media campaigns.

Daily Office Tasks

- Serve as the front desk assistant and primary greeter when guests enter the suite area.
- Perform various office duties, including processing mail, managing inventory and answering phone calls.
- Assist with preparation for meetings and events.
- Deliver items around the TTU and TTUHSC campuses, as well as the local community.

Essential Skills, Knowledge & Abilities

- Proficiency in the Microsoft Office Suite, including Word, PowerPoint and Excel.
- Outstanding interpersonal/general communication skills.
- High level of professionalism, organizational skills and efficiency.
- Experience with and knowledge of the following:
  - Associated Press (AP) Style.
  - Research, writing, proofreading and editing.
  - Adobe Creative Suite, Canva and/or other graphic design tools.
- Ability to:
  - Navigate standard operating systems and website content management systems.
  - Maintain confidentiality of sensitive information and materials pertaining to the office.
  - Complete research projects using digital resources and other sources.
  - Work independently and as part of a team.

To apply, please send your resume, cover letter and a copy of your class schedule (for the semester for which you are applying) to Amanda Castro-Crist (amanda.castro-crist@ttu.edu).

For questions, please call the Office of the Chancellor at (806) 742-0012.