Job Description for Student Intern Program – Communications & Design

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

Daily Office Duties

• Conduct research and create meeting, preparation and briefing materials for the Chancellor and staff members (talking points, reports, background, memos, etc.).
• Complete graphic/digital design duties, including providing design and concept development assistance and creating promotional materials for various project types (publications, brochures, newsletters, invitations, greeting cards, media pamphlets, one-page inserts, social media graphics, marketing materials, etc.).
• Update web content and design elements for the Texas Tech University System website (www.texastech.edu).
• 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 (department logos/lock-ups, photographs, etc.).
• 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 front desk assistant and primary greeter when guests enter suite area.
• Perform various office duties (process mail, maintain and manage inventory of office supplies and equipment, answer and transfer calls on the office’s main telephone line, etc.).
• Assist with meetings and events, including preparing conference rooms (make copies of agendas/handouts, initiate conference calls, connect equipment, set up refreshments, etc.).
• Provide campus and facility tours for donors, dignitaries and prospective students.
• Deliver items around the TTU and TTUHSC campuses, as well as the city of Lubbock.

Critical Skills, Knowledge & Abilities

• Proficiency in the Microsoft Office Suite.
• Ability to navigate standard operating systems and website content management systems.
• The ability to maintain confidentiality of sensitive information and materials pertaining to the office.
• Experience with AP Style and the Adobe Creative Suite and/or Canva.
• Ability to complete research projects using digital resources and other sources.
• Exceptional writing, proofreading and organizational abilities.
• Outstanding interpersonal/general communication skills.
• Ability to work professionally and efficiently, independently and as part of a team.

To apply, please send your resume, cover letter and a copy of your class schedule to Amanda Castro-Crist (amanda.castro-crist@ttu.edu) at your earliest convenience.

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