



College of Agricultural & Environmental Sciences

Office of Communications and Creative Services

UNIVERSITY OF GEORGIA

OCCS Student Workers

The CAES Office of Communications and Creative Services is seeking motivated and creative students willing to work an average of 10 - 15 hours per week. Ideal candidates would be willing to commit to the fall and spring semester, but single semester candidates will also be considered. The following two positions are available:

CAES Editing/Design Student Worker

Qualifications: Training and/or experience with graphic design and editing is required, including a comprehensive understanding of InDesign and Acrobat. Strong editing, organization and task management skills as well as working knowledge of AP and APA styles are necessary. Knowledge of Illustrator and Photoshop is preferred.

Primary responsibilities include:

- **Graphic Design**
 - Updating existing UGA Extension publications with new branding, layout corrections and author edits.
 - Assisting in the design of new Extension publications.
 - Helping with concept and design for some student-focused projects.
 - Creating digital ads, social media and web graphics for all aspects of the college.
- **Editing and Writing**
 - Interpreting and proofreading author revisions on existing Extension publications.
 - Writing social media copy to promote and share individual publications.
 - Copyediting and helping with brand messaging on student-focused pieces.

If interested, send your resume, portfolio and availability to Erin Yates at erjeya@uga.edu.

CAES PR/Marketing Student Worker

Qualifications: Social media, writing, editing and organizational skills are required as well as training and/or education in public relations, advertising or marketing. Basic video and design skills are a plus.

Primary responsibilities include:

- **Writing and Digital Media**
 - Assist in planning, producing and evaluating content for CAES and Extension websites and social media channels like faculty profiles and event promotion.
 - Writing news releases for CAES and Extension distribution channels and feature stories for the college magazine.
 - Basic photography at campus events.
- **Advertising/Marketing**
 - Provide input and write copy as needed for advertising campaigns.
 - Assist with pre- and post-event tasks related to marketing events.
 - Help maintain organization of CAES and Extension branded promotional items.

If interested, send your resume, one writing sample and availability to Josh Paine at jpaine@uga.edu.