

Temporary/Extra Help Job Description

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Position Title: Temporary/Extra Help Administrative Support

Organization Name: Office of Public Engagement, College of Veterinary Medicine, University of Illinois

Primary Position Function/Summary:

This team member will work closely with the communications and marketing team in the Office of Public Engagement to assist with marketing and communications efforts for internal and external audiences.

Major Duties and Responsibilities:

- Provide communications and marketing support, including website content development and management, social media, project management, event promotion, media relations, e-newsletters, or other needs of the college (50%)
 - Must utilize sound judgment and understanding regarding sensitivities about images and text at all times
- May post media stories, as determined appropriate by the Director or Associate Director (20%)
- Update information on college (WordPress) website (15%)
- Other duties related to communications project management, writing news stories, website improvement and media relations (15%)

Position Requirements and Qualifications

Education:

- Required: Bachelor's degree
- Preferred: Bachelor's degree in writing, communications, digital media or similar fields

Experience:

- Required: One year professional writing and project management experience

Knowledge and Skills:

- Required: Strong oral and written communication skills. Strong interpersonal skills. Demonstrated accuracy and attention to detail
- Preferred: Knowledge of WordPress and html, css, and xml. Proficiency with Adobe Creative suite of software and digital media tools. Knowledge of or interest in medicine, science, veterinary medicine, and/or love of animals. Knowledge of the University of Illinois or higher education, including the UIUC Public Affairs Webtools application, is helpful but not necessary.

Schedule

- Up to 40 hours per week. Willing to discuss a flexible work schedule including reduced hours.

To apply please send your resume and cover letter to Christine Beuoy (beuoy@illinois.edu) and Dijon Davis (Dijond@illinois.edu).

Extra Help Positions:

- Extra Help employees are appointed to fulfill casual or emergent needs within units. The amount of time for which services are needed is not usually predictable and payment for work performed is on an hourly basis and based on actual hours worked. Hourly rate is based on skill level and experience. Extra Help employees do not receive holiday pay or paid sick or vacation leave.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. Other pre-employment assessments may be required, depending on the classification of Civil Service employment.

As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).