



Graduate Assistant: College of Education Office of the Dean

About the Position

The College of Education is seeking a dynamic and motivated Graduate Assistant to support the Office of the Dean. This position offers an excellent opportunity to develop professional skills in administrative, research, marketing, and communication tasks within a higher education setting. This position is 20 hours per week for Spring 2025.

The ideal candidate will have a background in business, marketing, and/or communication and will play a vital role in advancing the College's strategic goals through effective support and innovative contributions.

Key Responsibilities

Administrative Support:

Assist with day-to-day operations of the Dean's Office.
Organize meetings, draft correspondence, and maintain office records.
Prepare reports, presentations, and other materials as needed.

Research Support:

Conduct research related tasks (e.g., literature search and reviews, data collection and review, etc.) and gather data to support College strategic initiatives.
Analyze trends and compile information for administrative decision-making.

Marketing & Communication:

Support in content development and management for internal and external communication channels, including newsletters, websites, and social media.
Collaborate on marketing strategies to promote College events, programs, and initiatives.
Design promotional materials such as flyers, infographics, and other outreach tools.

Qualifications

Required:

Enrollment in a graduate program at East Carolina University.
Strong organizational and time management skills.
Excellent written and verbal communication abilities.
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

Preferred:

Background in business, marketing, and/or communication and/or related field.
Experience with graphic design tools (e.g., Adobe Creative Suite).
Familiarity with social media platforms and content management systems.

How to Apply

Interested candidates should submit the following Ms. Quiana Coston at costonq19@ecu.edu, by December 13, 2024. Please note that applications will be reviewed as they are received.

Please list GRADUATE ASSISTANT APPLICATION in subject line.

A cover letter detailing interest and relevant experience.

A resume or CV.

Contact information for two professional or academic references.