College of ACES Office of Advancement
Student Worker Job Announcement

College of ACES Office of Advancement seeks communications and stewardship student worker. Projects will support internal and external communications related to development, as well as donor stewardship.

Responsibilities will include assisting with writing, design, photography, data input and record management, and other daily office tasks. Student will oversee creation of internal newsletter, as well as contribute to external publications and marketing materials.

Strong written and oral communications skills required. Experience with university webtools system, Adobe Suite, and MS Office preferred. Candidates will need to have ability to work independently.

35-40 hours per week during summer and opportunity to extend to 10-12 hours per week during school year pending good performance.

To be considered, submit cover letter, resume and writing sample to Marla Todd at martodd@illinois.edu by March 23.