



Position Announcement

Communications – Newsletter, Strategy, Brand Graduate Assistantship (0.50 FTE)

Apply online through UArizona Handshake: <https://arizona.joinhandshake.com/jobs/9808091/>

The Graduate Center is seeking a graduate student for Academic Year 2026 (8/18/2025 to 5/24/2026) with the opportunity for continued employment based on performance. The graduate assistant/associate will support the Graduate Center in a communications and outreach capacity for a variety of projects and initiatives. The position will focus on communications strategy and analysis, writing-focused projects, and brand management; however, there may be opportunities for graphic design, video, or photography projects.

Job Duties and Responsibilities

Graduate Center Newsletter

- Research, pitch, and draft articles
- Manage distribution and sign-up
- Analyze newsletter performance and suggest improvements for greater reach
- Write Student Features for the website and social media

Communications Management

- Assist with development of and draft communication plans and outreach materials for Graduate Center initiatives and programs
- Maintain Graduate Center websites and style guides

Content Creation

- Create graphics for outreach and programmatic purposes
- Work with the team to develop data visualizations that communicate impact and outcomes of Graduate Center initiatives
- Develop and implement social media content for Graduate Center initiatives
- Report and advise on social media growth and impact
- Research, pitch, and implement ideas for website and social media content.

Other duties as assigned

Minimum Qualifications:

- Excellent verbal and written communication skills
- High level of professionalism
- Strong computer skills; experience with Microsoft Office Suite

Preferred Qualifications:

- Strong English written and oral communication skills in an outreach context. Journalism, science communication, public relations, or similar experience are highly appreciated.
- Working knowledge of the Drupal website platform as well as Salesforce, Sprout, or other outreach management software
- Experience using social media for outreach purposes, especially LinkedIn and Instagram
- Experience with social media metrics reporting
- Graphic design experience, particularly Adobe Creative Suite and MS Publisher
- Experience with podcasts
- Experience with video production

Approximate Hours Per Week:

- 0.50 FTE (20 hours/week)
- General work hours fall within 8 AM to 5 PM, Monday through Friday; however, flexible work arrangements can be considered, upon request and approval of supervisor.
- Graduate Center events occasionally take place after 5 PM or on weekends. Work schedules will be adjusted based on the work needed and the employee’s schedule.

Benefits:

- Stipend of \$21,930 for the academic year or \$10,965 per semester (based on the percent of the appointment time at an annualized rate of \$43,860). If you are a doctoral student who has advanced to candidacy, you would receive a stipend of \$22,587.50 (annualized stipend of \$45,175)
- If a non-resident, tuition reduction to the equivalent of base in-state graduate tuition
- 100% Base Graduate Tuition Coverage (this does not cover the AFAT fee, international student fee, or other fees not part of tuition)
- Student Health Insurance premium coverage
- 10% ASUA Bookstore discount on select items

Application Materials

- Curriculum Vitae or Résumé
- Cover Letter
- A PDF or Word Document containing: 1) Writing Sample – A newsletter article or blog post intended for a diverse audience; and, 2) a 1-page announcement flier or infographic

About the Graduate Center

The Graduate Center is the home of Graduate College student success initiatives. From writing and public speaking to career services, mentoring, collaboration, community, belonging, and more, the Graduate Center offers support in-person, online, and on-demand. In addition, we are the home of several impactful fellowship and pipeline programs, including, but not limited to, the University Fellows Program, the Undergraduate Research Opportunities Consortium, the Peace Corps Coverdell Fellowship, the Initiative to Maximize Student Development, the Ronald E. McNair Achievement Program, and more. For additional information about the Graduate Center, please visit <https://gradcenter.arizona.edu>.

About University of Arizona Graduate College

The Graduate College provides central support and leadership to serve, oversee, and advance all aspects of the graduate enterprise at the University of Arizona.