



## Position Announcement

### Communications – Video and Graphic Design Graduate Assistantship (0.50 FTE)

Apply online through UArizona Handshake: <https://arizona.joinhandshake.com/jobs/9808089>

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. This position will focus on video, photographic, and graphic design projects; however, there may be opportunities for projects with a 'writing emphasis.

### Primary Job Duties and Responsibilities

#### Content Creation

- Create video content for outreach and programmatic purposes (examples: short form videos for social media and longer form video for website and YouTube).
- Create photo content for outreach and programmatic purposes (examples: event photos, photo essays, etc.).
- Create graphics in concert with the other Communications GA and the Graduate Center team members.
- Work with the team to develop data visualizations that communicate impact and outcomes of Graduate Center initiatives
- Research, pitch, and implement ideas for the Graduate Center website, social media, and other platforms.

#### Content Management

- Assist with the development of systems, processes, and policies that promote timely video and photographic content creation
- Draft communication plans and outreach materials for Graduate Center initiatives and programs
- Maintain Graduate Center websites and style guides

#### Other duties as assigned

### Minimum Qualifications:

- Excellent verbal and written communication skills
- High level of professionalism
- Strong computer skills; experience with Microsoft Office Suite
- Graphic design experience, particularly Adobe Creative Suite and MS Publisher
- Video production experience

### Preferred Qualifications:

- Strong English written and oral communication skills in an outreach context.
- Experience using social media for outreach purposes, especially Instagram and LinkedIn

- Experience with social media metrics reporting

**Approximate Hours Per Week:**

- 0.50 FTE (20 hours/week)
- General work hours are likely to 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) List of links to videos you are associated with and your involvement in their development; and, 2) one to three photos or graphics that demonstrate your work.

**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.