



Student Employment Opportunity
Office of Communications and Public Affairs
Public Relations Department
Parent/Family Association and PR Assistant

Starting wage: \$8.00/ hr / approximately 10 hours per week during academic year; university holidays off

Description: The mission of the Office of Communications and Public Affairs (OCPA) is to enhance MSU's public image, increase the public's awareness of MSU's accomplishments, and develop consistent communications that build our reputation. OCPA also spearheads lobbying efforts with the Montana State Legislature and manages the town/gown, marketing, promotional, and licensing efforts of the university.

OCPA supports and promotes MSU's activities through expert and creative communications. We provide a wide range of services to the university community through operational units that include the MSU News Service, MSU Publications and Graphics, MSU Web Communications, MSU Public Relations, University Marketing, KUSM Public Television, University Printing and management for the Parent/Family Association. Our professional staff includes journalists, media specialists, writers, editors, graphic designers, photographers, broadcast media specialists, publications specialists, marketing specialists, public relations specialists, Web programmers and printers.

Duties and responsibilities: The student in this position will work directly with the assistant director of public relations on a wide variety of activities ranging from administrative tasks to program development and implementation. Administrative responsibilities include maintaining the Parent/Family mailing list, preparing mailings, updating the PFA Web site, answering phones and other tasks as needed. The student will have primary responsibilities for the Family Newsletter and provide a strong support role for Parent/Family Weekend, the Bobcat Bulletin and MSU for a Day. In addition the student will assist with organizing focus groups, developing a survey and analyzing results to determine a new and improved strategy for town-gown relationships, and then implementation of that new town-gown strategy.

Required qualifications:

Must be a current MSU student.

Must be proficient in Microsoft Office Suite.

Must be able to demonstrate ability to organize and prioritize tasks, complete projects with minimal supervision and have strong attention to detail.

Must have exceptional customer service skills.

Must have strong writing and communication skills; able to work closely with other students, university administration, local businesses, families, general public, elected officials, k-12 schools, etc.

Must be extremely dependable; able to meet deadlines.

Preferred qualifications:

Experience with web-design and maintenance and current technologies including Google applications, blogging, Facebook, etc.

Previous work experience.

Passion for Montana State University.

Application procedure:

Please submit a resume and cover letter stating your qualifications and why you would like to work in the MSU Public Relations Department and with the Parent/Family Association by August 31, 2009 to:

Jodie DeLay

MSU Public Relations

PO Box 172630

Bozeman, MT 59717-2630

Or via email to:

jdelay@montana.edu

Questions: Contact Jodie DeLay at 406.994.2502 or jdelay@montana.edu