student office assistant
autunno 2018

Overview
The Student Office Assistant (SOA) is an integral member of the Student Life team, serving as one of the initial representatives of the Department and Loyola University Chicago (LUC). The SOA works with the Student Life staff to maintain the John Felice Rome Center’s (JFRC) digital presence including electronic newsletter, computer and audio visual systems, programmatic and operational support, updating the departmental website, supporting the JFRC’s social media initiatives, assisting in the administration, and delivery of services for the JFRC community through creative and innovative marketing strategies. The SOA must demonstrate professionalism and customer service at all times. The Department of Student Life is seeking a candidate who is a leader, creative, self-motivated, and responsible

Supervision
Reports to Dean of Rome Student Life or SLA designee

Expectations:
• Fulfill responsibilities of position description and stated job expectations of supervisor and the SOA Manual
• Work cooperatively as a part of the Student Life team
• Demonstrate exceptional interpersonal, communication, and public relations skills
• Adhere to Loyola University John Felice Rome Center’s policies as stated in the Code of Conduct, Student Handbook, and the JFRC Community Standards
• Be present at Student Life events, dinners, and school-sponsored trips to photograph and film content for social media and the JFRC’s website
• Meet with the Dean of Rome Student Life or SLA designee on a weekly basis

Essential duties include but are not limited to:
• Design, write, and publish an informational and entertaining weekly newsletter to all JFRC students and staff via MailChimp every Monday of the Fall 2018 semester
• Maintain and create content for the JFRC website and the social media handle (@GOJFRC)
• Create and follow a social media calendar for the Fall 2018 semester
• Create and use analytics to determine the effectiveness of marketing and communication materials
• Design/create informational signs/posters for Academic Affairs and Student Life programs
• Assist with the ongoing planning and development, administration, and maintenance of the JFRC website (may require additional training)
• Provide documentation that will allow for a seamless transition between SOAs
Requirements:

- Be in good academic (maintaining a 2.5 cumulative GPA) and conduct standing with Loyola University Chicago or home university
- Video and photo editing experience and the ability to handle a DSLR camera
- Ability to fine-tune writing and materials to the needs of specific audiences (prospective and current student, staff/faculty, and alumni)
- Astute attention to detail, with a keen “eye”for design
- Ability to work independently, with a demonstrated ability to take initiative
- Excellent interpersonal and organizational skills, with a proven ability to multi-task effectively and a dynamic, outgoing personality
- Excellent communication skills, including team-work, presentation (oral and written)
- Experience in managing social media handles on platforms such as Facebook, Instagram, YouTube, Twitter, and the ability to create content for each platform
- Direct experience with the Microsoft (e.g., Word, PowerPoint, Excel) and Adobe Suite (e.g., PhotoShop, InDesign, Premiere, Illustrator)
- Work on special projects as assigned

Preferred but not required:

- Experience or courses in graphic design, video production, and/or web design experience or courses
- Italian language proficiency
- Knowledge of T4
- Seeking a degree in marketing/communications
- Sophomore standing or higher

Time Commitment & Compensation

- 10-12 hours a week, €8/hour, paid in cash

Application Process

- Send a resume and 250 word statement to Dr. Michael Beazley, romesla@luc.edu, by Friday, July 27th, 2018, 5pm (CST)