

**Position Announcement:
Part-Time Student Assistant Position
Center for Environment, Community, & Equity American University**

The Center for Environment, Community, & Equity (CECE) at American University (AU) invites applications for a part-time student assistant. The position will focus on communications oversight and support for CECE.

CECE is a new campus-wide center that will act as an umbrella for the sustainability and environment-related research efforts of American University faculty and as a hub for campus environmental programming. The Center will leverage American University's Washington, D.C. location and the university's longstanding strengths in environmental protection and social justice to incubate innovative ideas, generate research and equitable actions, and prepare a more diverse and inclusive next generation of thought leaders to advance a just transition to global sustainability.

The Student Assistant will help CECE develop and execute a communications strategy across social media platforms and traditional and non-traditional press outlets. The Student Assistant will be responsible for creating content, including posts for the CECE Clearinghouse, event summaries and working with CECE staff, university faculty, and others to identify communications needs and opportunities. The position will initially focus on creating communications that build a sense of awareness and cohesion within our university community, and will later contribute to efforts to raise the public profile and impact of the center and its work. Additionally, the Student Assistant will provide event support, both in the preparation and execution phases.

To apply, please send a CV, cover letter, short writing sample to cece@american.edu. We will be accepting applications on a rolling basis. All questions about the position may be sent to cece@american.edu.

Essential functions of the job include:

- Communications strategy and content.
 - Help develop and execute a communications strategy for CECE to utilize with members of the AU community
 - Manage social media accounts in order to prepare, schedule, and post all content
 - Help develop a longer-term external communications strategy and promote CECE's work through traditional and non-traditional press outlets
- Event support.
 - Promote events across campus, to include creating posters and advertisements
 - Attend events and provide support as needed, including set up and clean up
- General office and technical support.
 - Contribute to daily administrative operations and participate in team meetings.
- Other duties as assigned

Qualifications include:

- Being an enrolled student at AU
- Excellent written and oral communication skills
- Office management skills;
- Knowledge of Microsoft Office Suite, especially Microsoft Outlook; facility with technology and familiarity with email distribution lists;
- Familiarity with social media platforms and engagement strategies;

- Organizational skills;
- Strong interpersonal skills;
- Must be dependable and exhibit sound judgment and professionalism;
- Must be able to function independently with attention to detail and minimal supervision;
- Knowledge of anti-racist and de-colonial theory and experience with community engagement a plus
- Familiarity with graphic design a plus
- Experience engaging a wide range of audiences (undergraduate students, faculty, community partners, etc., a plus)

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