

Student Communication Worker:

Start Date: February 22, 2021, *position open until filled*

Anticipated Work Hours: Minimum average of 15/week up to 30 based on availability

Schedule: M-F, 8:00 AM – 5:00 PM based on class schedule

**Occasional expectations outside normal business hours*

**Preference to student staying in Manhattan over summers*

**During the pandemic, work will be completed remotely except for course material preparation once a year.*

Wage: \$8.25

Position Summary:

Student will be given a unique experience by being involved with a professional development program for the National Plant Diagnostic Network. The student will work with the Professional Development Program Coordinator to test created learning materials as well as design graphics, and digital materials to support the program. The student will be given the opportunity to make professional connections with university extension, plant diagnosticians and NPND community.

The student will also assist with the yearly planning, scheduling and coordination of the Plant Biosecurity in Theory and Practice short course. This will include event planning and management, course material design and assembly, communications, advertising and website management. The student will have the opportunity to network with professionals internationally.

Qualifications: Student currently enrolled in a communications degree at Kansas State University with a majority of the skills listed below and a willingness to learn these and additional skills through class and on-the-job experience. This position is an excellent opportunity to learn new skills in support of a developing national professional development program.

Kansas State University is an equal opportunity/affirmative action employer.

Notice of nondiscrimination: <https://www.k-state.edu/nondiscrimination/>

Knowledge, Skills and Abilities

Required:

1. Experience with writing/editing, Microsoft Office Programs, web design program (e.g., Wordpress)
2. Some experience with the Adobe Creative Cloud Programs Photoshop and InDesign
3. Attention to detail
4. Ability to work in a team environment is essential
5. Willingness to learn as needed

Desired:

1. Experience with Adobe Creative Cloud Programs Lightroom, Illustrator, Spark
2. Ability to prioritize and meet deadlines
3. Photography and Videography
4. Social Media Management

*****Email Lindsey Ashmore (lashmore@ksu.edu) with additional questions.**