

The Career Center

Creative Assistant Application

Description: The Creative Assistant position with The Career Center at Loyola University Maryland provides students with practical work experience in their chosen field. The Career Center is seeking hard working, creative, energetic students for the 2015-2016 academic year to supplement and enhance the programming and events sponsored by The Career Center. *This position is currently a volunteer position however, credit as an internship may be possible if approved through an academic department.*

Requirements:

- Must be a sophomore, junior, or senior in good standing with the university.
- Ideal candidates will have a background in one or more of the following fields: Advertising, Public Relations, Communication, Journalism, Digital Media, Writing, Business, or Marketing. However, applicants from all majors and minors are encouraged to apply if interested.
- GPA of at least 2.5 is required.
- Working command of Adobe Photoshop and/or a video program (Adobe Premier, iMovie, etc). While experience with Adobe Illustrator, Bridge, or InDesign is preferred, it is not required.

Qualifications:

- Good writing skills.
- Skill and experience with graphic design.
- Strong interpersonal and relationship building skills.
- Proven ability to work independently and within group environments.
- Great attention to detail and strong analytical and critical thinking skills.
- Ability to juggle multiple projects while prioritizing and completing them in a timely manner.

Responsibilities:

- Create/design visual media advertisements for office events and programming including but not limited to posters, flyers, invitations, and videos.
- Manage office's social media presence on the following social media outlets: Facebook, Twitter, Pinterest and LinkedIn.
- Communicate and meet with Office Manager weekly for office project needs.
- Keep communication with other campus media groups including but not limited to the Greyhound, WLOY, GreyComm, and Newshound.
- Assess program and event marketing for effectiveness and appeal of audience.
- Additional media/marketing tasks as needed.

Benefits: This is a great opportunity to build your portfolio as well as receive transferable work experience. Position may also qualify as an internship for credit.

Hours: 10 hours per week.

Location: The Career Center, College Center West 002.

Contact: Elaine Edelstein, ebedelstein@loyola.edu, 410-617-2232.

Deadline: Completed, hard copy applications, and an artistic sample(s) are due by **Friday, Sept. 4, 2015** to The Career Center (College Center West 002).

Instructions

Please submit a completed hard copy of the application below and at least 5 artistic samples or a link to your digital portfolio to The Career Center (College Center West 002) by **Friday Sept. 4 by 5pm**. Artistic samples and portfolios (including posters, marketing items, videos, etc.) may also be emailed to Elaine Edelstein ebedelstein@loyola.edu.

Personal Information

Name: _____ Student ID #: _____

Cell Number: _____ Graduation Year: 20____

Academic Major(s): _____ Minor(s): _____

Cumulative G.P.A.: _____

How did you hear about this position? _____

Relevant Experience

Please list any past experience you have relevant to the Creative Assistant position.

Experience	Short Description	Dates

Commitments (for fall 2015 and spring 2016)

Please list commitments such as co-curricular activities, student teaching, internships, service, and/or other responsibilities that will require your time and attention. You may add an additional sheet of paper if needed.

Activity	Short Description	Time Commitment Per Week

Short Answer Question

In 150 words or less, tell us why you are interested in The Career Center Creative Assistant position. Please attach your answer in a separate document.