Graduate Assistantship (GA) Position # 1

*Deadline to apply is May 15, 2015*

Description: The Communication and Leadership Master’s program offers a Graduate Assistantship position that provides a student the opportunity to work closely with the Program Director, Dr. Rosanne Hartman, students, alumni and faculty members.

This assistantship requires a commitment of 20 hours a week throughout the semester. Up to 12 credit hours per year is permitted. Summer availability is required.

In addition to providing administrative support, the GA is responsible for maintaining a weekly blog for the program and utilizing social media to engage current studies, alumni and community members. The graduate assistant helps to coordinate an annual fundraising event and guest lecture/panel events each semester.

Responsibilities may include (but are not limited to):

- Developing copy for department website and marketing materials
- Maintain weekly blog [www.comleadblog.com](http://www.comleadblog.com).
- Generate engagement with alumni and students through social media.
- Assisting with marketing the Communication and Leadership program within community
- Communicating with current and prospective students
- Post announcements and program updates on website and content management system
- Assist in planning guest lectures, panel series and fundraising events
- Attending open houses scheduled evenings and weekends
- Assisting with research projects

Qualifications:

- Must be a current graduate student or a newly accepted student in the Communication and Leadership Program
- Must be enrolled in Communication and Leadership classes
- Computer skills (PC, MAC)
- Familiarity with Microsoft applications
- Research skills
- Intermediate knowledge of social media applications such as LinkedIn, Face book and Word Press.

To Apply: Please send a cover letter, resume, 2 references, and writing sample to:

Dr. Rosanne Hartman
Department of Communication Studies
319 Lyons Hall
2001 Main Street
Buffalo, NY 14208

This Graduate Assistantship is a competitive position and is awarded annually. Undergraduate/Graduate GPA and financial need will be considered in the selection process. For more information contact comlead@canisius.edu or call (716) 888-2779.