

Job Title: Publicity Coordinator

Employer: WesWELL, Office of Health Education

Address: Davison Health Center, 327 High Street (1st floor)

Position Description Publicity Coordinator will work closely with the Director of Health Education and student Peer Health Advocates (PHAs) to create and disseminate all publicity for WesWELL's health education events and services, and market the office and the PHAs as campus resources.

Duties & Responsibilities Tasks include, but are not limited to:

- a. Develop a consistent graphical look for all publicity and WesWELL publications that represents our efforts and services in a positive manner
- b. Coordinate all publicity efforts and maintain ongoing communication with the Director and PHAs, to include participation in a weekly staff meeting
- c. Develop and implement appropriate timelines for the dissemination of publicity, including working with PHAs to post fliers, banners, etc.

Qualifications & Skills Art and/or graphic design experience is necessary. Experience with PhotoShop, PowerPoint, and FrontPage (or similar) a plus. An interest in health communications and/or issues is helpful, but not required.

The ideal candidate will be knowledgeable of the many forms of electronic and print media that appeal to Wesleyan students and strive to meet the varying needs of a diverse campus community appropriately. This person will be creative, organized, self-motivated, responsible, and able to work both collaboratively and independently.

Application Procedure When a position is available, all candidates are required to fill out an application, which can be found here: www.wesleyan.edu/weswell/hiring/student_positions.html. Completed applications should be emailed to weswell@wesleyan.edu.

Candidates who meet the qualifications for the position will be scheduled for an interview. Interviewees will be expected to prepare a three minute presentation on a publicity plan for a WesWELL event. Specific guidelines for this presentation will be provided if you are selected for an interview.

Department Hours: 9:00 a.m. - 5:00 p.m.

Hours per Week: 5 – 8 hours per week; hours are flexible outside department hours and may vary through the semester.

Hourly Rate: \$7.65/hour and up (this position is Work-study eligible, but not required)

Contact: Tanya Purdy, Director of Health Education

E-mail for Interview: tpurdy@wesleyan.edu

Phone Number: 860.685.2466

Supervisor: Tanya Purdy, Director of Health Education