

Graduate Assistant for Communications
The Division of Mission Integration
15-20 hours per week (AY 2026)

Start Date: August 25, 2025

End Date: June 12, 2026

Mission Integration at Seattle University seeks a highly motivated and creative Graduate Assistant for Communications to support the department's internal (within the Division) and external (within the wider University and community) communications efforts. This position offers a valuable opportunity to gain practical experience in a dynamic higher education environment, learning the intricacies of collaboration and university strategizing with a division whose outreach and engagement goals touch each aspect of University life. The Graduate Assistant will work closely with the Marketing and Communication Coordinator to execute a variety of communication tasks.

Responsibilities:

- **Content Creation:** Assist in developing engaging content for various platforms, including the department website, social media channels (e.g., Instagram, TikTok, etc.), newsletters, and marketing materials. This may include writing articles, blog posts, social media updates, press releases, and website copy.
 - **Social Media Management:** Schedule and publish content, monitor social media channels for engagement opportunities, and assist in developing social media strategies to increase visibility and reach.
 - **Website Maintenance:** Assist with updating and maintaining the department website, including content updates, image uploads, and ensuring website accessibility. This also may include distributing content created in the Division to respective spaces and learning tools such as Canvas.
- **Marketing Material Development:** Contribute to the design and creation of marketing materials such as brochures, flyers, posters, and digital graphics using design software (e.g., Canva, Adobe Creative Suite - *preferred but not required*).
 - **Media Relations:** Assist with compiling media lists, drafting press releases, and tracking media coverage.
- **Event Support:** Provide communications support for department events, including promoting events, managing registrations, and capturing event photos/videos.
- **Data Analysis:** Assist with tracking and analyzing communication metrics to assess the effectiveness of campaigns and identify areas for improvement.
- **Administrative Support:** Provide general administrative support to the communications team, such as organizing files, scheduling meetings, and assisting with special projects.

Qualifications:

- Current enrollment in the SDA program at Seattle University.
- Excellent written and verbal communication skills.
- Strong attention to detail and organizational skills.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excitement and enthusiasm about the work of Mission Integration at Seattle University.

Preferred Qualifications

- Experience with content management systems (e.g., WordPress).
- Experience with graphic design software (e.g., Canva, Adobe Creative Suite).
- Experience in marketing or communications.
- Knowledge of higher education landscape.

Any applicant considered for this position may be asked to submit any portfolio samples or writing samples/copy to llavin@seattleu.edu.

Contact information

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