



Auburn University Learning Assitant Program is Hiring a Website and Newsletter Editor

Job Responsibilities:

- Create and develop monthly digital newsletters for AULAP.
- Creatively write and report the program events biweekly.
- Write stories using proper grammar and professional academic style.
- Publish the monthly newsletters and update the program website.

Qualifications:

- Undergraduate student with a major in Communication, Journalism, Public Relations, Media Studies, English, or related fields, or current LA with related expertise.
- Professional writing and editing experience.
- High level of organization and communication skills and ability to multi-task.
- Time management to work with strict deadlines
- Able to manage a monthly project from start to completion
- Attention to detail, especially in editing and proofreading.
- Proficient computer skills—use of Word, emailing, Internet.



Working Schedule:

- This is a part-time position, requiring approximately 5-10 hours per week with flexibilities.
- 3-5 articles per month, including newsletter, event reports, news stories etc.
- Rate: \$10-11 per hour

Send your CV or Portfolio ASAP
to zhongmi@auburn.edu

