

Job Description for
Media Relations Rhodes Student Associate

The Rhodes Student Associate will be given various writing assignments including:

- Writing and distributing news releases
- Writing new items for the Rhodes home page
- If necessary, taking photos to accompany news items written
- Writing articles for Inside Rhodes newsletters and online communications
- Assisting with communications projects

The Rhodes Student Associate is expected to:

- Become familiar with the Pyramid style of writing as well as the AP Style Book
- Gather information and do follow up
- Meet deadlines

Rhodes Student Associate will have the opportunity to:

- Develop/hone interviewing and news gathering skills
- Meet faculty, staff and students across disciplines
- Develop skills for managing simultaneous writing projects
- Understand how a communications office works on matters of confidentiality, time-sensitivity, writing and design styles, protocol and procedures, news worthiness and priorities, etc.