

## Full-time Communication Position Available

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Graduates of the Department of Communication (APR, PTC, CMT) may find the following full-time professional position of interest.

SUNY Oswego College Foundation seeks a Communications Assistant to provide editorial and staff support for Director of Alumni and Development Communications. Responsible for writing and editing of monthly e-newsletter; biannual print newsletters; coordination, writing and editing of sections and articles in a magazine; drafting and posting of regular articles and monthly newsletter on a Web site; copyediting and proofreading manuscripts and publication proofs; assisting with scheduling and assisting at photo shoots, as well as photographing events as needed. Assist with coordinating photo archiving. Assist as needed at covering and staffing events outside of regular business hours, and hiring and overseeing interns as needed.

Bachelor's degree required, preferably in journalism or other communications field. Experience in journalism or related field strongly preferred. Web experience preferred.

Required skills: Excellent reporting/interviewing, writing, proofreading, and copyediting skills, fact-checking ability, thorough follow-through on projects, strong attention to detail, organizational skills, excellent interpersonal and communication skills, and ability to work in a team environment.

To apply, send cover letter, resume, names and contact information for three professional references electronically to:

<http://oswego.interviewexchange.com/candapply.jsp?JOBID=7871>

In addition, please send three to five writing samples to Communications Assistant Search, King Alumni Hall, 300 Washington Blvd., Oswego, NY 13126. Review of

applicants will begin immediately and applications will be accepted until the position is filled.