Job Description | Communications Graduate Assistant

Work Days and Times
Flexible Schedule within M-F, 8 a.m.- 5 p.m.

This position begins September 1, 2019 or as soon as it is filled and can renew each semester.

Approximate Hours per Week
No more than 20.00

Job Location
off-campus, Hogg Foundation for Mental Health (3001 Lake Austin Blvd., Suite 400, Austin, TX 78703)

Job Description
The Hogg Foundation for Mental Health seeks a strong graduate student writer to assist its communications team in creating content for the following platforms:

- Website
  - Grantee success/impact stories
  - Blog posts
- Emails
- Social media campaigns
- Others as assigned

This is a fantastic on-the-job learning opportunity for someone who is looking to build their writing/communications portfolio while contributing to the field of mental health communications and community well-being.

To get an idea of the kind of assignments this position requires, check out the following examples:

- Content that educates, inspires and equips Texas communities:
  - Texas Scores Low in the 2019 KIDS COUNT Data Book
  - 3 Things to Know: Health Equity
- Content that highlights the foundation’s impact and grantee successes:
  - How Peer Support Improves Community Mental Health
• Grantee Spotlight: Good News for Nacogdoches County, Texas!
• How Primary Care Settings Can Promote Positive Parenting for Greater Well-Being

• Content that showcases the human experience of mental health and the conditions that support or erode it:
  • Gender Identity and Well-being: Toss the Rulebook
  • Podcast email

We value and invest in our student team members. Future employment in subsequent semesters is determined on a case-by-case basis for employees who demonstrate on-the-job success.

Qualifications

Applicants must demonstrate:

• An ability to articulate the Hogg Foundation’s voice and key concepts. (Applicants need not have an existing understanding of mental health and community health concepts, but they must display an interest in and ability to research and write about these topics.)
• A knack for simplifying complex information using plain language.
• An interest in researching mental health concepts and resources for incorporation in original content.
• A strong work ethic and an ability to work independently as well as with direction.
• An interest in collaboration and contributing to a team.
• Respect for timeliness without compromising quality.

Finalists will be asked to complete a writing assignment to ensure the position is a good fit.

Desired Class Level
Graduate

Resume and Cover Letter/Writing Sample/Other Requested Document

To apply, send the following to Hogg-candidate@austin.utexas.edu:

• Cover letter
• Resume
• 2 writing samples
• 2 references