WSU Communications Office
Graduate Assistant
Position Description


Contact Info:  Name: Andrea Mikkelsen
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Required Application Documents: Cover Letter (stating experiences related to job expectations and personal benefit), resume, and 3 professional references (contact information - phone and email information)

RESPONSIBILITIES:
The main duty of the WSU Communication Office graduate assistant is WSU Update, the daily campus-wide e-newsletter. The GA is responsible for updating and maintaining the WSU Update e-mail account as well as creating, formatting and sending out WSU Update Monday-Friday during the academic year when classes are in session.

Through Update, the WSU Communication Office graduate assistant serves a large percentage of the student and employee population at WSU (those submitting the info and those receiving the info). A continued goal of the UC Office is to make Update more accessible and appealing to readers.

In addition, the GA performs regular office duties, which include but are not limited to: writing news releases for university events and announcements, writing media story pitches, and feature writing for Currents alumni magazine. Additional special projects and organizational tasks are assigned as needed.