



CENTER  
FOR THE FUTURE OF  
ARIZONA

# GRADUATE RESEARCH ASSISTANT OPPORTUNITY

## *Program Area: Marketing & Communications*

The [Center for the Future of Arizona](http://arizonafuture.org) (CFA) seeks an ASU Graduate Research Assistant (RA) for the 2021-2022 academic year (.50 FTE, 20 hours per week). A compensatory stipend, tuition remission, and health insurance benefits are offered in accordance with the department in which the RA is enrolled.

### POSITION DESCRIPTION

The **Marketing & Communications RA** will work with CFA leadership in support of marketing communications planning, strategies, and activities. This position is ideal for graduate students with a keen interest in Communications/PR, Marketing, and Organizational Development, and who possess strong research and analysis, verbal and written communication, and project management skills.

### Essential Duties:

- Support strategic marketing and communications research and planning efforts.
- Assist in developing and implementing communications campaigns for multiple stakeholder audiences.
- Provide writing and editing support for materials including press releases, newsletters, email updates, social media, and website content, etc.
- Collaborate with leadership, program, and operations staff across the organization as needed.
- General administrative and communications support as assigned.

### Desired Qualifications:

- Exceptional written, oral, interpersonal, and presentation skills
- Extensive journalistic writing and editing experience for all media channels
- Experience with media relations, locally (regional and national is a plus)
- Experience working with social media channels and generating data analytics reports
- Experience working in an environment subject to tight deadlines and changing priorities
- Excellent skills in Microsoft Office (PowerPoint, Word, Excel, Outlook), Hootsuite, and Salesforce



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## Marketing & Communications RA

### GENERAL EXPECTATIONS

- Must be enrolled (for a minimum of six hours) in a graduate degree program at ASU (preferably in a relevant field).
- Willing to work at the ASU downtown campus.
- Passionate about CFA's mission to build a stronger and brighter future for our state.
- Dedicated, reliable, and able to manage projects independently.
- Critical thinking, problem solving, and strong writing skills are essential.
- Manage concurrent projects and meet deadlines while working in a team environment.

### APPLICATION GUIDELINES

Priority deadline for application is **May 1**; applications will be considered until a suitable candidate is identified.

**Please use the subject line "Marketing & Communications RA 2021," and email cover letter, resume/CV, and up to three recent writing examples to: [RA.apps@arizonafuture.org](mailto:RA.apps@arizonafuture.org)**

### MISSION

**The Center for the Future of Arizona brings Arizonans together to build a stronger and brighter future for our state.**

CFA is a nonpartisan, nonprofit "do tank" that combines research with collaborative partnerships and initiatives that drive the state's economic prosperity, quality of life and civic health, and create a better future for all Arizonans.

### EXPERIENCE YOU WILL GAIN

#### **Improve Creative and Critical Thinking Skills:**

Learn how to enhance thinking skills essential for deciphering complex policy at the national and local levels.

#### **Explore Your Personal Leadership Style:**

Learn, practice, and identify your leadership style through exposure to different styles and methods.

#### **Gain Professional Experience:**

Work alongside CFA staff, as well as local and state partners and agencies. Develop real world experiences in research and reporting.

#### **Develop Professional Network:**

Through internal and external connections develop your network to leverage support in the future.