



University of the Incarnate Word

<b>Department:</b> Public Relations
<b>Location:</b> Brackenridge Villa
<b>Supervisor:</b> Tiffany Edmonds
<b>Phone:</b> 829-6001
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<b>Job Title:</b> PR Work Study
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<b>Description/Qualifications:</b> 1) Must possess good written and verbal communication skills. PR experience a plus 2) Must be able to take film and digital photography. 3) Have the ability to work in an office setting and answer phones, work with various Microsoft Office programs, file and fax documents. 4) Must be able to work a flexible schedule. 5) Must be able to conduct an interview. 6) Bilingual a plus.
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<b>Specific skills:</b> Must scout three stories a week for PR Office / Posses a polite and positive attitude/demeanor
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<b>Office Hours:</b> 8-5
<b>Days Available:</b> Monday - Friday
<b>Weekend work?</b> Yes, occasionally
<b>Evening Work?</b> Yes, occasionally