

Communications Assistant Opportunity

What we do: The [Center for International Trade & Transportation \(CITT\)](#) is a “think-and-do” tank dedicated to conducting innovative research in workforce development and delivering community outreach in the area of goods movement. Our outreach programs include educational forums (e.g. State of the Trade and Transportation Town Hall), research conferences (e.g. the International Urban Freight Conference), and media-based efforts that engage the broader community in the discussion surrounding trade and transportation.

Role Summary: The Communications Assistant will be responsible for researching, writing, and editing content for digital newsletters and social media. In addition, the student assistant may support the Center’s research, grant-writing, and reporting through providing background research and drafting grant proposals, white papers, etc. The position reports to the communications coordinator and assists the Director of Research and Workforce Development as needed.

About the position:

- 20 hrs per week (between business hours)
- Hourly pay: \$15

Requirements:

- Currently in their third or fourth year of undergraduate or pursuing graduate degree at CSULB
- Strong written and communication skills
- Strong organizational and time management skills
- Willingness to learn

If you are interested in the position, please email stacey.park@csulb.edu and send:

1. **CV/Resume**
 - a. **Include 2-3 professional and/or academic references (email, phone number, and relationship)**
2. **A cover letter**
3. **Two 5-10 pg. Academic Writing Excerpts**