THE ASSISTANT TO THE DIRECTOR will be responsible for helping with linguistics, recruiting, design, and social media management for the new MFA Visual Communication Design degree being offered at John Brown University. The assistant position is a 12-month part-time position (10 – 20hrs per week.) The specific responsibilities are outlined below.

**Linguistics** — As we develop the MFA program, the assistant will help with organizing and managing events, collecting files, contacting and organizing guest speakers, and generally helping the needs of the MFA program director.

**Recruiting** — After initial contact from the director, the assistant will be responsible for follow-up with interested parties, such as sending material, answering questions, and invitations to events. The assistant will also help out with designing recruitment material and attending local and regional recruiting events.

**Social Media** — The assistant will be responsible for developing and managing social media for the MFA including a Facebook page, Twitter account, and Instagram account. The assistant will share articles, manage updates, and connect with potential students.

The assistant will need to have experience with social media, the Adobe Creative Cloud, and design skills.

Applicants can submit a cover letter and résumé to:

Todd Goehner, MFA
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MFA Program Director
JBU Visual Arts Department
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