



**Electronic Media Assistant
Board of Regents, State of Iowa**

The Board of Regents, State of Iowa, governing body for the University of Iowa, Iowa State University, the University of Northern Iowa, Iowa School for the Deaf, and the Iowa Braille and Sight Saving School, seeks highly qualified candidates for the position of Electronic Media Assistant.

The Electronic Media Assistant will be responsible for development and design of publications, presentations, and other graphic-related projects for the Board of Regents, as well as assisting in management of the Board's social media/online presence. The successful candidate will be asked to respond to media and public inquiries as needed, and perform other duties as assigned.

The position requires a minimum of a bachelor's degree in graphic design, communications or a relevant field, as well as proficiency in pagination and graphic design programs in the Adobe Creative Suite, including InDesign, Photoshop and Illustrator. The successful candidate must have excellent written and oral communication skills. Salary is commensurate with experience. The position is located at the Board of Regents office in Urbandale and reports to the Senior Communications Director.

Submit letter of application, resume, work portfolio, and contact information for three references to Laura Dickson, Executive Assistant, Board of Regents, State of Iowa, 11260 Aurora Ave., Urbandale, IA 50322 or by e-mail to ldickson@iastate.edu. Review of applications will begin immediately and will remain open until filled. For best consideration, please apply by December 4, 2015.

The Board of Regents is an Equal Opportunity Employer. Women and minorities are encouraged to apply.