Department: Public Information & Marketing
Campus: Cooper or Regency
Supervisor: Vern Kennedy

Contact Information:
Name: Vern Kennedy
Building: Oswald
Room: 206F
Phone: 246-6507

Brief Job Description: Assist Public Information & Marketing Department with writing press releases, proof reading, creating BCTC technical program information sheets, internet research, assist with social media marketing efforts, help plan and coordinate college events.

Preferred qualifications: Writing Skills, Organized, Personable, Self- Starter, Able to work independently, Flexible, Excellent Computer skills, Interest in marketing and public relations field

Number of positions: _____1_____

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