



THE UNIVERSITY OF ARIZONA
BIO5 Institute

Communications & Marketing Student Assistant

Do you enjoy storytelling through writing and social media? Love designing things or taking pictures? Interested in helping plan events or lead tours? Want to learn and contribute to branding and communications strategy?

We are looking for exceptional students to join our Public Affairs team at the BIO5 Institute (bio5.org). BIO5 is a collaborative scientific research enterprise on the University of Arizona campus that combines '5' unique academic disciplines to promote the discovery of bold solutions to some of today's most prominent biological challenges.

This is a professional position that will be an excellent experience to build your resume, add real-world projects to your portfolio, and be closely mentored by staff. You will learn a lot, work hard, and have fun as part of a motivated, creative team. Students play a key role at the BIO5 Institute and have the exciting opportunity to learn about and promote the meaningful impact of BIO5 research to the public.

We are looking for students interested in expanding their skills in the following areas:

- Marketing
- Communications
- Events & Tours
- Multimedia, including Graphic Design & Video

The Communications & Marketing Student Assistant will work directly with members of the BIO5 Public Affairs team, from communications to graphic design and events. You might work on a variety of projects, including but not limited to, stories, newsletters, social media, web content, multimedia, print and digital marketing, and promotional collateral. You will also help coordinate BIO5 event and tour activities with responsibilities to include working with vendors in catering and event set-up, arranging venues, coordinating registration, assisting with event promotion and metric reporting, and leading tours.

Requirements:

- Excellent verbal and written communication skills
- Must want to learn and work hard – this is a professional position

- Ability to work independently AND in groups
- Outstanding work ethic and character
- Desire to be resourceful and ask questions
- Punctual and responsible
- Friendly and team-oriented
- Ability to work asynchronously through Microsoft Teams and in-person at the BIO5 Office
- Willingness to make active contributions to team meetings and department objectives
- Ability to thrive in a busy environment with multiple projects
- Confidently and professionally interact with University of Arizona faculty, researchers, community VIPs, and senior staff

This position involves:

- One year commitment as University of Arizona student (undergraduate or graduate)
- Approximately 20-25 hours/week, normally between the hours of 8:00am and 5:00pm, Monday-Friday
- Flexible schedule, with occasional weekend or evening hours

In your cover letter, please include:

- Areas of marketing and communications you are interested in working in
- Any interest and/or experience in photography, videography or graphic design
- Your availability for fall 2025 and spring 2026 semester
- If you are available to work in summer 2026

We will be hiring on rolling basis in late fall 2025 into spring 2026. Please apply through Handshake (Job ID 10458924). Any questions, please reach out BIO5's senior manager of communications & content, Caroline Bartelme (carolinemosley@arizona.edu).