



Open Position: Creative Services Assistant

The RSA Communications Division is currently seeking a Creative Services Assistant, an unclassified position. Please submit a resume to Human Resources by the close of business on **August 10, 2023**. Not every applicant that submits a resume will be interviewed.

Job Title	Creative Services Assistant	Announcement Date	July 27, 2023
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JOB DESCRIPTION

This highly responsible and visible position in the RSA Communications Division requires editorial, writing, computer, organizational, and personal skills in dealing with RSA employees, RSA members, member agencies, Board Members, and the general public. Training will be provided.

QUALIFICATIONS AND SKILLS REQUIRED

- BS/BA degree required in Communications, Public Relations, Business, or a related field
- Experience with and proficiency in organizing and completing job tasks to see they are done in a timely manner
- Experience with and proficiency in dealing with the public, including telephone skills, written skills, computer skills, and the ability to communicate on a professional level
- Experience with and proficiency in English language skills, including grammar, punctuation, and proofreading
- Experience with and proficiency in Microsoft Office products
- Ability to learn Adobe Creative Suite and basic digital photography skills
- Comfortable working independently and as part of a team
- High standard of professionalism in a traditional office atmosphere
- Valid Alabama Driver's License

MAJOR DUTIES AND RESPONSIBILITIES

- Assist with daily operations, such as answering telephone calls, responding to emails, managing incoming requests, and making deliveries throughout the building
- Create and maintain office files, including photographs, publication inventory, quote requests, requisitions, and invoices
- Deliver monthly newsletters and maintain publication racks
- Take photos with a digital camera and prepare photos for use
- Maintain and order office supplies and printing materials
- Maintain agency email addresses and assist with sending out mass emails
- Assist in reviewing and proofreading all publications, forms, website, intranet, and any other communications prepared by this division

- Assist in updating internal and external websites, monitoring links, and ensuring content is accurate
- Assist with daily news tasks, such as monitoring news sites for articles pertaining to the RSA
- Assist with Board of Control elections
- Assist with RSA's social media platforms and postings
- Any duties required by the Director of Communications
- Successful candidate for this unclassified position will report to the Assistant Director of Communications
- The successful candidate for this unclassified position will work with the Communications Division Monday-Friday, 8:00 a.m. to 5:00 p.m. on-site at our RSA Administration building located in downtown Montgomery

SPECIAL NOTE: Not everyone that applies for this open position will be interviewed.

***Applicants hired by the State of Alabama (RSA) on or after January 1, 2012, will be subject to the E-Verify process pursuant to Act No. 2011-535.**

Resumes must be submitted to the Retirement Systems of Alabama, P.O. Box 302150 Montgomery, Alabama 36130-2150, Attention: RSA Human Resources Division, Suite 544

Email to RSA.HumanResourcesMail@rsa-al.gov or Fax: 334.517.7906

Resume Submission Deadline: August 10, 2023

Salary Range: \$40,665.60 – \$60,175.20

Starting salary will be based on qualifications and experience.

The Retirement Systems of Alabama is an Equal Opportunity Employer