

## Work Study Job Description

<b>Job Title</b>	Marketing and Communications Assistant
<b>Department Name</b>	Center for Educational Leadership
<b>Job Location</b>	Northgate
<b>Pay Rate</b>	\$12 - \$14
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Donna Andle
<b>Phone Number</b>	206-616-5793
<b>Email Address</b>	andled@uw.edu
<b>Website</b>	<a href="http://www.k-12leadership.org/">http://www.k-12leadership.org/</a>
<b>Box Number</b>	358731

### Nature of Organization

### Duties and Responsibilities

- Assist CEL staff to manage marketing and communication materials to enhance the CEL image and to increase awareness of, and interest in, the CEL mission and services.
- Prepare marketing reports and mailing lists using Excel.
- Use Constant Contact, GoToWebinar and social media to promote CEL activities.
- Maintain content on the CEL website.
- Edit and distribute the CEL staff newsletter.
- Assist with preparing marketing and training materials.
- Perform other tasks as assigned.

### Minimum Qualifications

- Work study eligible.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Strong writing and proofreading skills.
- Good organizational skills, accuracy and strong attention to detail is essential.
- Ability to work both independently and as a member of a team.
- Sense of curiosity and creative problem solving skills.
- Knowledge and understanding of current website and social media technologies

### Educational Benefits

Students will learn about marketing, communications and general office skills. Students will enhance their editing, proofreading and technology skills.

**How to Apply**

Email resume and cover letter to [edlead@uw.edu](mailto:edlead@uw.edu) with priority given to those that apply by 9-10-13

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Job Number: CEDL02 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: n | Program: State