OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Marketing and Communications Assistant
Department Name	Center for Educational Leadership
Job Location	Northgate
Pay Rate	$12 - $14
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Donna Andle
Phone Number	206-616-5793
Email Address	andled@uw.edu
Website	http://www.k-12leadership.org/
Box Number	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 with priority given to those that apply by 9-10-13

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