OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Marketing Assistant
Department Name	Office of Educational Assessment
Job Location	4311 11th Ave NE, Suite 430
Pay Rate	$15 - $15
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Deborah Smith
Phone Number	206-616-3644
Email Address	drs25@uw.edu
Website	http://www.washington.edu/oea/
Box Number	354987

Nature of Organization
The Office of Educational Assessment is launching a new web-based course evaluation system that is for use at the University of Washington and also is being marketed for use at other universities and colleges.
Duties and Responsibilities
Assist staff in creating and distributing marketing materials for the Office of Educational Assessment. Work with staff to revise and create content on departmental and product website. Interface with other campus departments such as Creative Communications, Marketing, etc. to facilitate development of marketing collateral. Maintain email distribution lists. Provide administrative support.
Minimum Qualifications
Ideal candidate will be motivated, creative and have strong verbal and written communication skills. Experience using web development & CMS tools (Dreamweaver & Wordpress preferred). Experience with graphics programs. Good organizational skills and strong attention to detail. Ability to work independently and within a team.
Educational Benefits

Increase skills and experience related to marketing, communications, and business. Learn about marketing Software as a Service (Saas). Gain general office experience transferable to any business environment. Work with a professional, friendly team.
How to Apply
Contact Deborah Smith by phone (206)616-3644 or by email at drs25@uw.edu

Job Number: EDAS01 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: n | Program: State