OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Marketing & Technology Assistant
Department Name	UWB Office of Academic Affairs
Job Location	UW1-271
Pay Rate	$12 - $14
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Charlotte Rasmussen
Phone Number	425-352-3781
Email Address	crasmussen@uwb.edu
Website	http://www.uwb.edu/research
Box Number	358522

Nature of Organization

The Office of Research (OR) (within the Office of Academic Affairs) helps faculty and students pursue research and grant opportunities by assisting with collaborative and interdisciplinary research projects, facilitating engagement of undergraduate students in research and creative activities, and by organizing events including seminars, information fairs booths and tables, and symposia that contribute to the intellectual vitality of the campus.

Duties and Responsibilities

Provide logistical and organizational support for creating content for marketing undergraduate research including but not limited to videos, graphics and audio recordings.
Design, create content and maintain the OR Undergraduate Research web pages using the Kentico Content Management System (CMS).
Create content and maintain the OR Facebook page.
Create and distribute publicity to promote undergraduate research, scholarship and creative activity programs and events to UW Bothell students.
Assist in the planning, preparation and execution of events, programs, and activities that promote undergraduate research to UW Bothell students.
Interact with UW Bothell students; be a student ambassador for undergraduate research programs and events
Assist with research iPad configuration, deployment and maintenance.
Work collaboratively with the OR team and on other duties as assigned.

Minimum Qualifications

UW student who is reliable and able to work independently.
Excellent writing, editing, and design skills. Attention to detail is important.
Website maintenance and Facebook experience required. Knowledge of Kentico CMS; video and audio editing programs such as Final Cut Pro is preferred but not required.
Strong logistical and organizational skills required, as well as a positive attitude and strong interpersonal skills.
Experience with Microsoft Office programs, including Outlook, PowerPoint, Word and Excel
Proficiency with iPad applications required; experience deploying, operating and maintaining iPADs a plus.
A strong desire to gain experience in website management and using social media to market undergraduate research.
A strong desire to learn about program/event development, planning and execution.

Educational Benefits

Student will gain knowledge of undergraduate research activities on the UW Bothell campus and programs designed to support undergraduate research and collaboration. Student will acquire website maintenance experience as well as marketing and customer services skills, research skills, computer and social media skills. Student will gain knowledge of various software including the Kentico Content Management System. As an OR student ambassador, this student will interact and network with a variety of staff, students and faculty at UW Bothell.

How to Apply

Email a resume and a brief explanation of why you are interested in the position and how your past work/life experience qualifies you for the position crasmussen@uwb.edu.

Job Number: BOTH36 | Job Class: 0869 | Category: Social Services & Research | 51% Comp. To Classified: n | Program: State