OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Communications and Digital Media Assistant
Department Name	Jackson School of International Studies
Job Location	Thomson Hall
Pay Rate	$11.50 - $12.50
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Kristina Bowman
Phone Number	206-221-1323
Email Address	kriscb@uw.edu
Website	http://jsis.washington.edu
Box Number	353650

Nature of Organization
The Henry M. Jackson School of International Studies (JSIS) is dedicated to interdisciplinary and comparative teaching and research about the peoples, cultures, and religions of the world and their interactions with one another.
Duties and Responsibilities
Create inventory of website content in preparation for website redesign Assist with writing articles for the website and for the alumni newsletter Help to promote events through press releases, posters, social media and other means Assist with social media presence
Minimum Qualifications
Able to work independently with attention to detail, accuracy and confidentiality Strong writing and proofreading skills Ability to meet deadlines and prioritize work Understanding of the web and knowledge of writing for the web Familiarity with digital media and social networking tools such as Facebook and Twitter
Educational Benefits

Hands-on experience in writing and editing with direct supervision and coaching from the communications director for the Jackson School Learn about the process of designing and maintaining a large website Learn how to maintain relations with constituents via social media
How to Apply
Email resume and, if available, two writing samples to kriscb@uw.edu.

Job Number: JSIS04 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program: Federal