

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