

## Work Study Job Description

<b>Job Title</b>	CPSL Communication Assistant
<b>Department Name</b>	UW School of Law
<b>Job Location</b>	UW School of Law
<b>Pay Rate</b>	\$12 - \$15
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Aline Carton-Listfeld
<b>Phone Number</b>	
<b>Email Address</b>	acarton@uw.edu
<b>Website</b>	<a href="http://www.law.washington.edu/">http://www.law.washington.edu/</a>
<b>Box Number</b>	353020

### Nature of Organization

The Center for Public Service Law at UW Law aims to educate, empower and inspire all of our students, graduates and broader law school community to incorporate public service into their lives, regardless of where they work or what kind of position they hold.

The Center works to nurture the culture of a service-oriented legal education, career and community as a key component of the UW Law mission to be Leaders for the Global Common Good. To that end, we provide programming, opportunities and connections to help UW Law students and graduates realize this vision of generous public service.

### Duties and Responsibilities

1. Organize and queue up prospective blog postings received via email by CPSL Assistant Director into Jobs/Internships, Announcements and Events.
2. Consult with Assistant Director which items should be prioritized and included for each blog post prior to publishing.
3. Using the Word Press blogging platform, post pre-approved Jobs/Internships on Mondays; Announcements on Wednesdays, and Events on Fridays following the pre-determined style, design and template of the blog.
4. Using Campaign Monitor email marketing platform, compile the blog headlines and links from the last week and send newsletter every Monday to 500+ recipients.
5. Other job duties as assigned.

Hours per week will be no more than 10 hours.

## Minimum Qualifications

Minimum qualifications:

1. Demonstrated ability to use MS Office products and email
2. Comfortable and interested in using and learning new technology
3. Creative eye for online design and marketing
4. Strong writing skills
5. Fast learner
6. Self-motivated
7. Good judgment
8. Professional
9. Interpersonal skills
10. Good sense of humor
11. Ability to meet deadlines in fast paced environment

## Educational Benefits

This is an excellent opportunity to gain experience in putting together a variety of communication materials, developing an online presence, and working with a professional school.

## How to Apply

Please email a resume (no more than one page) and cover letter to Aline Carton-Listfeld, Assistant Director, Center for Public Service Law at [acarton@uw.edu](mailto:acarton@uw.edu). Applications will be reviewed on a rolling basis. Open until filled.

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Job Number: LAWS05 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program:  
Federal