

Work Study Job Description

Job Title	Marketing & Technology Assistant, Office of Research
Department Name	UW Bothell, Office of Research
Job Location	UWB 1 Student Success Center
Pay Rate	\$11 - \$12.00
Employment Period	Academic Year
Hours Per Week	Up to 19 hrs/wk
Contact Supervisor	Ronnie Thibault
Phone Number	2063803460
Email Address	ronnie22@uw.edu
Website	http://www.uwb.edu/research
Box Number	358555

Nature of Organization

The Office of Research (OR) 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 with undergraduate research technology resources including Trimble GPS devices, iPads and poster printing. Design, create content and maintain the Office of Research Undergraduate Research web pages using the Kentico Content Management System. Create and maintain social media content, undergraduate research marketing and publicity materials and provide support for developing marketing videos, graphics and audio recordings. 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/peer advisor for undergraduate research programs and events. Work collaboratively with the OR team and other duties as assigned.

Minimum Qualifications

student who is reliable and able to work independently. Experience in undergraduate research a plus. Excellent writing, editing, and design skills. Website maintenance and Facebook experience preferred. Knowledge of Kentico CMS; video and audio editing programs such as Final Cut Pro is preferred but not required. Strong work ethic, 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 iOS operating system and iPad apps preferred; experience deploying, operating and maintaining iPads a plus. A strong desire to gain experience in website management and 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, research, 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 resume and brief statement of interest to ronnie22@uw.edu

Job Number: BOTH58 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program:
Federal