

## **Position Description: communications assistant (hourly), Urban@UW**

Urban@UW, a university wide program connecting urban research, teaching and practice across disciplines and sectors, is hiring a student assistant to work hourly 12-18 hours/week (depending on projects) providing communications and logistical support to the program. See [www.urban.uw.edu](http://www.urban.uw.edu) for more information.

The position will be responsible for the following efforts, among others:

- Assist with support for faculty and students engaged in urban research, engagement, and teaching
- Regularly (2-3 times per week) identify and share relevant content on Urban@UW's website and social media
- Develop and send weekly newsletter detailing relevant events and other news
- Update Urban@UW's inventories, calendar, and other online resources
- Track and sync Urban@UW's contact lists
- Assist the Faculty Director and Program Director with scheduling, planning meetings and other events, and light research/analysis tasks to support Urban@UW projects and efforts
- Provide event support, including putting up signage on campus, registering participants, printing materials, and other tasks as needed

The ideal candidate will have the following skills, experience, and capabilities:

- Experience and ability communicating professionally with faculty, staff, students, and community partners
- Ability to manage multiple deadlines and ambiguous or shifting priorities; can ask for help and/or move forward independently as needed
- Eagerness to learn new concepts, tools, and skills in urban research, collaboration and community engagement; and in project and program management
- Understand and/or experience with professional communications and outreach best practices
- Experience and comfort creating posts and other content on WordPress websites
- Experience with Facebook, Twitter, listservs, MailChimp, and RSS feeds
- Comfort with Google Drive, Google Docs, Google Calendar, Microsoft Word, Microsoft Excel, and Microsoft Outlook Calendar
- Experience with Adobe InDesign

Other details of the position:

- 12-18 hours a week, average 15 hours, with regular weekly duties and varied other efforts
- Hourly pay of \$20/hour
- From April 1 to June 15, with possibility of extension through summer 2019
- Primary work on campus / remotely as needed
- Reporting to Faculty Director, and supervised by Program Director

How to apply:

Please submit a letter of intent and your resume to [urbanuw@uw.edu](mailto:urbanuw@uw.edu). Applications submitted **by March 15** will receive priority.