

GRADUATE ASSISTANT

POSITION: Social Media, Marketing, and Information Technology Support

SUPERVISING DEPARTMENT: Division of Health & Exercise Science

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University.
- Strong written and verbal communication skills
- Ability to work independently with little supervision; be conscientious and reliable, with an aptitude for creative problem solving; and an attitude of mutual respect and collegiality
- Capable of using technological tools such as Excel and basic desktop publishing.

PREFERRED QUALIFICATIONS:

- 1) Able to work independently and as part of a team.
- 2) Capable of coordinating efforts and collaborating with team members.
- 4) Excellent interpersonal skills in support of alumni communications.
- 5) Experience with managing social media platforms and web support.
- 6) Experience with instructional technology and design.
- 6) Ability to set priorities and manage multiple activities.
- 7) Able to produce detailed work with a high degree of accuracy.

*** Acceptance into a WOU full-time, approved graduate student program is a condition of employment.*

Re-appointment must be determined upon continuous enrollment in the graduate program, performance evaluation, as well as student academic standing.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Chair of Health and Exercise Science, this Graduate Assistant will provide support for social media platforms and assistance with program marketing/promotion and instructional technology for the HEXS Division. Activities and responsibilities will include:



- Participation in monthly HEXS Division meetings.
- Monthly data collection from CHE and EXS alumni.
- Monitoring and updating content on all HEXS social media platforms.
- Interface with HEXS faculty around social media and web presence and marketing/promotion practices.
- Provide instructional design and technology support for HEXS faculty.
- Other duties as assigned and appropriate in service to the HEXS Division.

HOURS:

Typically the Graduate Assistant is expected to work the following hours

- Monday through Friday, with a requirement of 10-19.6 hours per week (.25-.49 FTE). Shifts may be adjusted in response to periodic needs. Office space in the Richard Woodcock Education Center will be provided.