

GRADUATE ASSISTANT

POSITION: General Education Communications and Support

SUPERVISING DEPARTMENT: General Education (Academic Affairs)

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University
- Outstanding written and verbal communication skills, including strong copy-editing/proofreading skills and excellent grammar
- Strong interpersonal skills
- Access to a personal computer for working remotely.
- Able to work independently with little supervision
- Conscientious and reliable, with an aptitude for creative problem-solving
- Facility with WordPress and basic desktop publishing software
- Facility with video production and editing software (e.g. Camtasia, iMovie)

PREFERRED QUALIFICATIONS:

- 1) Experience with visual/layout and video design, especially online
- 2) Experience with descriptive data analysis and presentation
- 3) Familiarity with universal design principles
- 4) Basic programming skills

*** Acceptance into a WOU full-time, approved graduate student program (including online programs) is a condition of employment.*

Re-appointment will be determined upon continuous enrollment in the graduate program, performance evaluation, and academic standing.

DUTIES AND RESPONSIBILITIES:

Under the direction of the General Education Director, the Graduate Assistant will assist with the management of communications from the General Education office to prospective and current WOU undergraduate students as well as WOU faculty and staff. The Graduate Assistant may also be asked to assist with some modest data analysis in support of communicating trends related to WOU General Education and assist with the building of tools to help ensure consistent communication and branding of WOU General Education. The Graduate Assistant will be required to collaborate with Marketing and Communication to ensure fidelity and consistency of communications.

Activities and responsibilities will include:

- Maintaining and updating the General education website regularly.
- Preparing General Education newsletters and other communications for dissemination
- Development and posting of promotional and informational videos regarding General Education, including First Year Seminar topic overviews
- Gathering, organizing, and presenting data on trends in General Education both within and beyond WOU to the General Education Director and General Education Committee
- Collaborating with the Director of the Center for Academic Innovation to support the development of a course shell for use in a cohesive and consistent online pathway for General Education.
- Collecting information and input regularly from students, faculty, and staff regarding items of interest or concern regarding General Education
- Interfacing regularly with MARCOM to ensure institutional consistency
- Other duties as assigned and appropriate in service to the General Education Office

HOURS:

Typically, the Graduate Assistant is expected to work the following hours:

- Monday through Friday, to be arranged according to the Graduate Assistant's class and study schedule, with a total requirement of 10-19.6 hours per week (.25-.49 FTE). Shifts may be adjusted in response to periodic needs. Office location and hours will be determined; remote work is a possibility.