

Marketing Communications Assistant (STUDENT)  
Environmental Health and Safety Department  
Part-time (19 hours per week)  
September 2015 through June 2016  
Salary Level: \$15-20/hour DOE

**\*\*Must be a currently enrolled student to be eligible for this position\*\***

The Environmental Health and Safety department promotes and supports occupational and environmental health and safety for faculty, staff, and students at the UW. Our mission is to partner with our stakeholders in meeting our shared responsibility to provide a safe campus and protect our environment.

The student marketing communications assistant will report to the outreach and communications specialist and work with departmental staff to improve and develop marketing communications materials that educate and engage the UW community about safety and health programs.

**Responsibilities:**

- Assist with creative concept planning for campaigns and outreach efforts, working collaboratively to guide or develop creative concepts to reality.
- Conceptualize, coordinate, and independently produce short videos promoting a campus safety culture.
- Design graphic elements for website and other promotional materials.
- Provide general administrative support to the website redesign steering committee and other communications project committees.
- Assist with writing, editing, layout, and publication of departmental newsletter.
- Assist in planning and coordination of the safety fair and other campus events.
- Assist with developing presentations for the director.
- Take photos and develop and manage a departmental photo library.
- Assist with concept and research for a departmental social media strategy.
- Participate in team meetings and discussions and take and distribute minutes as requested.

**Required Qualifications:**

- Strong writing and verbal communication skills.
- Experience with video production and editing
- Proficiency with Microsoft Office, including Word, PowerPoint, and Outlook.
- Proficiency with Adobe Creative Suite, especially Photoshop, Illustrator, and InDesign.
- Experience developing creative concepts.
- Strong organizational skills, professionalism, and ability to manage deadlines.

**Desired Qualifications:**

- Interest in safety and health.
- Previous experience working in an office environment.
- Experience designing or developing websites.
- Photography experience.

**Level of Experience:** Related college coursework and 1-2 years related work experience. Candidates will be asked to provide a portfolio of their work and will complete a writing evaluation during the interview process.

Please apply through Husky Jobs (position 94988) with a resume and cover letter that describes related college coursework, related work experience, and current student status. Transcripts are also required.