<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Graphic Design &amp; Communications Specialist</th>
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</thead>
<tbody>
<tr>
<td>DEPARTMENT NAME</td>
<td>Women’s Center</td>
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<tr>
<td>JOB LOCATION</td>
<td>Cunningham Hall</td>
</tr>
<tr>
<td>CONTACT/SUPERVISOR</td>
<td>Johnna White</td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td>206-685-2940</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td><a href="mailto:Jwhite23@uw.edu">Jwhite23@uw.edu</a></td>
</tr>
<tr>
<td>BOX NUMBER</td>
<td>353070</td>
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<tr>
<td>EMPLOYMENT PERIOD</td>
<td>Summer Only [ ]   Sum &amp; Acad Year [ ]  Acad Year Only [ x ]</td>
</tr>
<tr>
<td>HOURS PER WEEK</td>
<td>Sum: 40 hrs/wk [ ] up to 19 hrs/wk [ ]  Acad Yr: up to 19 hrs/wk [ x ]</td>
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<tr>
<td>RATE OF PAY</td>
<td>$13.00 - $16.00 per hour (Compliance with current UW Student Pay Schedule)</td>
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**Duties and Responsibilities**

- Design graphics and create printed and electronic communication in concert with UW branding guidelines
- Work with Women’s Center staff to maintain content of Women’s Center website.
- Manage social media strategy and presence to promote events and Women’s Center’s activities
- Perform outreach to campus and community units regarding collaborative programs and marketing.
- Assist with marketing of Lifelong Learning classes and program’s quarterly catalog.
- Assist with the design and layout of the Center’s quarterly reports and newsletters; assist writing and design of bi-monthly e-newsletters using Constant Contact
- Publish videos and photography on Women’s Center website and social media sites
- Perform some general office duties for Women’s Center as needed, including answering phones, filing, data entry, and front desk customer service.

**Minimum Qualifications**

- Work study eligible (Workstudy is a financial aid award) or interest in un-paid internship
- Proficient with Adobe design programs (prefer InDesign and Photoshop. MS publisher knowledge a plus)
- Proficient in WordPress
- Good writing skills
- Good organizational skills and strong attention to detail is essential
- Ability to work both independently and with a team
- Knowledge and understanding of current website technologies.

**Educational Benefits**

- Opportunity to enhance marketing and communication skills in a professional environment.
- Work closely with group of professional women who support the work of the Women’s Center and development initiatives.

**To Apply**
• Email resume and cover letter to jwhite23@uw.edu; include your name and “Graphic Design & Communications Specialist” in the subject of the e-mail.
• Submit design sample
• The position will remain open until filled.

OFFICE USE ONLY

JOB NUMBER: WOMC05

Job Class Code: 0875 0872 Grad: 0881 0882 0883
51% Comp. to Classified: Yes [ ] No [ ]
State [ ] Federal [ ]
Open [ ] Closed [ ]

JOB CATEGORY: Arts & Media