

Student Coordinator of Publications & Communications

New Student Services/Family Outreach

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Position Title: Student Coordinator of Publications and Communications

Position Classification: Graphic Artist 2 **Wage:** \$12.10/hour

Reports to: Program Director, New Student Services/Family Outreach (NSSFO)

Hours/Week: 30+ hours/week at times during the summer; approximately 8 -13 hours/week during the fall, winter and spring. Must be available for program dates, some of which occur during weekend and evening hours.

Application Process: Applications are available beginning August 31, 2017 via the NSSFO Web site at www.nssfo.wwu.edu and the Student Employment website at www.finaid.wwu.edu/studentjobs/. **Applications accepted until position is filled; initial application review begins Friday, September 15, 2017.**

Start date: Training and position begin immediately.

Position Description:

As a member of the NSSFO staff, this position is responsible for producing most in-house publications and office communications, including but not limited to, event programs, ads, graphics for the NSSFO website (as needed), directional and informational signage for programs, and staff recruitment materials. This position also provides customer service support during events and programs (e.g. staffing an information booth or check-in table) and may provide office support year-round (e.g. answering the phone, greeting office visitors, correspondence with participants, etc.). Under the direction of the Program Director, this person also supports the coordination of orientation program information fairs. They also work closely with two additional student coordinators to provide leadership, planning and support for all NSSFO programs and activities. NSSFO programs include, but are not limited to, all orientation programs, family weekends, orientation student advisor selection and activities, and general office support. Additional duties may be assigned.

Minimum Qualifications:

- Be an undergraduate student in good academic standing with a minimum cumulative GPA of 2.5 at the time of application
- Be enrolled for a minimum of 10 credit hours during the academic year with plans to enroll for the 2017-18 academic year or beyond (preferred)
- Excellent written, verbal, and interpersonal communication skills
- Strong computer skills with an understanding of Microsoft Office: Word, Excel, PowerPoint, Outlook, Illustrator and InDesign; knowledge of Photoshop and social media resources are also highly beneficial; candidate will need to especially know InDesign to begin work immediately
- Ability to manage multiple projects with competing deadlines
- Strong organization and editing skills with particular attention to details and accuracy
- Ability to work effectively in a team as well as independently
- Familiarity with University organization and structure
- Must be available for all orientation training and program dates

Direct Position Responsibilities:

- Coordinate and produce most NSSFO in-house publications, signs, postcards, brochures, and other printed materials; follow University publication standards and branding guidelines
- Lead the development of publications
- Support the NSSFO professional staff in coordinating program information fairs
- Maintain professional correspondence with other University departments and administrators
- Provide excellent customer service in the office, over the phone and email, and during all program activities
- Serve as a positive role model and representative of NSSFO and WWU; follow University policies and procedures
- Participate in the recruitment, selection, and mentorship of orientation student advisors
- General office support, other duties or special projects as assigned

For more information, please contact New Student Services/Family Outreach at (360) 650-3846 or nssfo@wwu.edu.