Sustainability Office – Digital Media and Programming Student Outreach Assistant

Position
The OSU Sustainability Office seeks an enthusiastic student to support the Sustainability Office’s outreach and engagement programs as well as deliver marketing material via web, social media and in person. With 2 full time staff and 11 student workers, the Sustainability Office is the central support organization for sustainability efforts at OSU and serves the broader campus through a wide variety of services and programs. It is part of Capital Planning and Facilities, the department responsible for development and construction of OSU’s physical infrastructure. This position supports Sustainability Office staff in delivering various programs that promote behavior change.

Work schedule can be flexible or fixed depending on the applicant’s needs, but must remain responsive to workload. Applicants should excel at communicating in person and through social media. The position will work 20-30 hours/week during summer and 10-20 hours/week during the academic year on the following, plus other related duties as assigned:

- Outreach program management
  - Run the Green Office Certification Program including marketing, outreach, and survey management using Qualtrics
  - Support the OSU carbon planning process including marketing, outreach and document management
  - Help coordinate and plan programming for the residence hall Eco-Representatives
- Social media and web content management
  - Update and expand the OSU sustainability website (using Drupal)
  - Maintain a robust social media presence including the OSU sustainability blog (WordPress), Facebook pages and other social media outlets (i.e. Twitter, Instagram); be proactive in creating content for these sites and setting outreach goals
  - Creating monthly social media updates to track goals and outcomes
  - Create written material that documents OSU’s progress toward sustainability
- Act as a team with the Event Student Outreach Assistant position on events, and other outreach and engagement activities
- Collaborate with other OSU sustainability groups

Skills
Required
- Excellent written and interpersonal skills
- Excellent attention to detail and organizational skills
- Social media and marketing experience

Preferred
- Outreach and/or engagement program planning and management experience
- Personal commitment to and general knowledge of basic sustainability principles
- Experience using Qualtrics survey software
- Experience using the Drupal and/or WordPress content management system
- Event planning experience (specific to OSU preferred)
- Public speaking and presentation experience

Compensation
Hourly pay is $11.00 with periodic wage reevaluation. Employment term begins spring 2017 and is ongoing assuming satisfactory performance. Preference will be given to applicants with availability through at least spring 2018.

To apply
Send a resume and concise cover letter to brandon.trelstad@oregonstate.edu by 11:59pm Wednesday, May 3. In your cover letter, list your level of interest, skills, and experience related to the bulleted items in this position announcement. This job is available for work-study and non-work-study students.