

## **Sustainability Office – Digital Media and Event Student Outreach Assistant**

### Position

The OSU Sustainability Office seeks an enthusiastic student to coordinate and assist in office event planning and outreach as well as deliver marketing and outreach material via the web, social media and in person. With 2 full time staff and 12 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 University Facilities, Infrastructure and Operations, the department responsible for development and maintenance of OSU's infrastructure systems. This position supports Sustainability Office staff in delivering various programs that promote behavior change.

Work schedule can be somewhat flexible, but must remain responsive to workload. The successful candidate will work 20-30 hours per week during summer and 10-20 hours per week during the academic year on the following:

- Assist with events and coordinate event planning
  - Help coordinate and plan campaigns and events that showcase to diverse audiences sustainability programs and projects.
  - Assist our graphic design staff with design of tabling and display materials
  - Manage tabling materials and swag items inventory
  - Staff display tables and coordinate tabling schedules for other staff
- Social media and web content management
  - Play a lead role in updating and expanding 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
  - Create written material that documents OSU's progress toward sustainability
- Collaborate with other OSU sustainability-related groups and, at times, community groups.

### Skills

#### Required

- Excellent written and interpersonal skills
- Excellent attention to detail and organizational skills
- Social media and marketing experience
- Experience planning events (specific to OSU preferred).

#### Preferred

- Personal commitment to and general knowledge of basic sustainability principles
- Experience using the Drupal and/or WordPress content management systems
- Experience using Adobe Photoshop, Acrobat, InDesign, and Illustrator
- Public speaking and presentation experience.

### Compensation

Hourly pay is \$11.50 with periodic wage reevaluation. Employment term begins spring 2018 and is ongoing assuming satisfactory performance. Preference will be given to applicants with availability through spring 2019 or later.

### To apply

Apply online by 11:59PM Wednesday, April 11. Please include a resume and a cover letter that lists 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. If you have questions or would like more information, please contact [Leticia.Cavazos@oregonstate.edu](mailto:Leticia.Cavazos@oregonstate.edu).