Communications Assistant
POSITION DESCRIPTION
Position Number: S99285
Position Classification: Web Developer 2

This position is responsible for maintaining the Sustainability Engagement Institute (SEI) website, developing designs to promote SEI programs, supporting social media outreach, and other projects as needed.

About the Position

The Communications Assistant keeps the SEI website current on the technical side and works with Communications Manager to keep content updated. The website is required to be professional and accessible to all users and offer content in an efficient manner. The Communications Assistant will update the code behind the site as needed and develop new functionality as requested.

The position also works with the Communications Manager to support outreach planning and design engaging visual elements for our website, programs, publications, and social media accounts. The Communications Assistant is expected to fulfill job responsibilities in ways that support an equitable and inclusive environment for students, staff, and faculty.

About the Program

The SEI’s Media Team consists of the Communications Manager and Communications Assistant and supports the work of Western’s Sustainability Engagement Institute and its collaborators through innovative outreach.

About the Institute

The Sustainability Engagement Institute is Western's hub for campus sustainability. Sustainability refers to protecting local and global ecosystems, improving social equity, creating economic vitality, and maintaining human health. Developing an understanding of sustainability, and the ability to communicate how specific practices, programs, and events intersect with sustainability more broadly, is crucial to the success of our programs. The SEI is dedicated to helping Western achieve the goals of the Sustainability Action Plan by integrating sustainability into operations, academics, research, and outreach through its programs and initiatives.

Job Description:

- Regularly review and update SEI website to maximize content accuracy and accessibility
- Collaborate with web design staff across campus to align website’s design and functionality with university site
- Work with the SEI staff to craft digital and print designs that progress sustainability
- Interpret content and visual needs, develop creative ideas and concepts, and choose an appropriate style to meet project objectives
- Maintain and update a legacy document of position accomplishments and activities in order to ensure continuity in the position from year to year
- Other duties as assigned
**Expectations:**
- Present web and graphic design concepts to clients and advise clients on strategies to reach a particular audience.
- Regularly communicate updates on the progress of all design projects.
- Review designs for errors before printing or publishing.
- Attend all scheduled meetings with the SEI team.

**Position Classification and Salary**
Classification: Web Developer 2
Starting Salary: $15.95 per hour
Supervisor: Sustainability Engagement Institute Communications Manager

**Position Funding**
Work study encouraged

**Terms of Position:**
- Paid job training period in September 2022, and position runs through the end of spring quarter 2023. Must be able to commit to entire period to be considered. May extend through all or part of summer quarter depending on office need but is not required.
- Work an average of 15 hours per week and maximum of 19 hours per week depending on office need. Work schedule is flexible around academic needs and office workload. Student may not have another on-campus job.
- Most work will be completed between 8am-5pm Monday-Friday, except for one staff meeting per month and events, which may occur on nights and/or weekends. Supervisor approval is required for work outside of regular hours.
- The position holder is not expected to work during intersession periods, such as summer break, winter break, or spring break.

**Employment Requirements**
- Must be an enrolled Western student.
- Maintain a minimum credit load of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.

**Required Qualifications and Experience**
- Ability to work toward goals with minimal supervision.
- Comfortable in HTML/CSS.
- A basic understanding of JavaScript.
- Experience with content management systems (specifically WordPress/CampusPress).
- Some experience with Drupal (or strong willingness to learn).
- Knowledge in Adobe Suite and Creative Cloud.
- Detail-oriented with strong organizational skills.
- Project management skills, including the ability to work on multiple projects simultaneously.
- Ability to work in a creative team and collaborate effectively with diverse populations.
- Willingness to learn, use, and model best practices for sustainable workplaces daily.
Preferred Qualifications and Experience
- Knowledgeable of Server-Side Development (specifically PHP/MySQL)
- Working knowledge of Version Control Systems (e.g., Git)
- Skilled in creative and artistic graphic design
- Passion for quality written and designed code with ample documentation
- Interest in social, economic, or environmental sustainability topics
- Experience with photography and video is a plus
- Current Computer Science Major/Pre-Major or Design Major/Pre-Major

Educational Benefits
This position will learn skills in the areas of web design, graphic design, communication, and project management.

Submitting an Application
- Please submit the following documents to sustain@wwu.edu and fill out this employment survey.
  - Resume
  - Cover letter
  - Portfolio of your website design and/or graphic design.
    - DO NOT provide links (we will request/review live websites after interviews are conducted).
- Application review begins Monday, May 2.
- Position open until filled.

More information
For more information on the position, please email sustain@wwu.edu or see the Western Sustainability Website: https://sustain.wwu.edu/