

**OIE Student Communications Associate  
Position Description – 2023/2024  
Office of Inclusive Excellence (OIE)  
301 Loew Hall**

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**Student Associate General Duties/Description**

Assist and support in expanding the College of Engineering (COE) and the Office of Inclusive Excellence (OIE) strategic plan and initiatives for diversity and equity (DEI).

The Office of Inclusive Excellence (OIE) leads strategic, policy-focused changes to transform the culture of the College of Engineering by embedding DEI best practices throughout our communities and improving structures that enable DEI initiatives to succeed. Our expansive work includes supporting student development, providing leadership training, and growing our population of students with diverse backgrounds.

The position will assist the Office of Inclusive Excellence (OIE) with communications supporting graphic design, email assembling, video editing, and general communication administration. This position will report to the Office of Inclusive Excellence Communications Manager.

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**E-mail building (25%)**

- Assemble newsletter and emails using provided content and a Marketo template.

**Graphic Design (35%)**

- Create flyers and graphics for event promotion.
- Create graphics for e-mails.
- Build branded PowerPoint presentations.
- Develop templates for planned videos, flyers, trainings, etc.

**Video editing (10%)**

- Support with occasional simple video editing.
- Add captions to videos.

**Communication Administration (30%)**

- Schedule event photographers for photo shoots as assigned.
- Collect and submit photos for cataloging.
- Add OIE events to the College's events calendar for promotion.
- Other duties as assigned.
- Support with logistics of event promotion.

**Minimum Qualifications:**

- Must be formally enrolled in the UW Fall quarter 2023.
- Equally comfortable working as a team and autonomously.
- General knowledge/interest in student programs.
- Experience with designing in Canva or InDesign.
- Experience with basic video editing.
- Experience with email platforms.
- Strong project management skills.
- Working knowledge of Google Suite and Microsoft Office—Word, Excel, Outlook.

**Preferred:**

- Familiar with AP writing style.
- Knowledge of fundamental marketing content writing.
- Familiar with Asana or similar project management platforms.
- Current engineering student, on-campus involvement, or leadership experience.
- Familiar, comfortable, and experienced in diversity and equity initiatives.
- Work study eligible but not essential.

**Job Title:** OIE Student Communications Associate

**Pay:** \$19.25 -\$24/hour

**Hours:** 15-18 hours/week, onsite Tuesdays or Thursdays, flexible schedule to accommodate class schedule available, hybrid eligible.

Please submit a resume and cover letter to Jessica Nieves at [jdnieves@uw.edu](mailto:jdnieves@uw.edu). Candidates are encouraged to include relevant samples or a portfolio of past work. Review of applications will begin **September 8, 2024**, and will be accepted until the position is filled.