

Graduate Communications & Marketing Student Ambassador

Department Bio

The Open Source Program Office (OSPO) coordinates and supports open-source software across the university, helping researchers and educators embrace open-source tools and practices. It aims to create a culture of open collaboration and knowledge sharing aligned with GW's research and educational mission.

We promote open-source software development, open data, and open access in research and education. We support our community in adopting open practices to grow our impact on a local and global scale.

The OSPO also provides consultations, training, tools, and resources in support of open-source software, open science, and open education.

Position Specific Summary

This role will handle various aspects of the OSPO's communications and marketing needs, especially pertaining to

- Student outreach
- Newsletters and emails
- OSPO events & initiatives such as workshops, student award programs, surveys,
- hackathons, lunch & learn series, stakeholder meetings, etc.
- Our annual flagship event, the GW Open Source Conference (OSCON)

The student will design and carry out a marketing strategy for OSCON and any other events held by the OSPO, and will be responsible for promoting the OSPO across the GW community. The student will learn to become a valued open source contributor.

Special projects or other duties may be assigned related to specific departmental needs.

This position is only open to graduate students.

Standard Position Description

The student will manage and/or design marketing and communication strategies and content for departments and/or special events. Tasks may include: Planning, creating, managing and executing marketing plans and campaigns, website resources, digital content and design, and/or managing of social media accounts. While completing work with a high degree of discretion, the student will work within organization marketing standards and guidelines. Special projects or other duties may be assigned related to specific departmental needs.

Professional Outcomes

Critical Thinking, Communication, Teamwork, Leadership, Inclusion, Technology and Data, Career Development

Required Qualifications

Previous skills, training, or experience is required.

Preferred Qualifications

- Graphic design experience, knowledge of Canva, Adobe Creative Suite, mass emailing, etc.
- Excellent writing and editing skills
- Knowledge of website management (Drupal)
- Ability to work independently and as a part of a creative team
- Event planning experience