**CPD Marketing Outreach Support**

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**Please see Special Instructions for more details.**

Attach a resume and cover letter. For additional information please contact Brandon Trelstad at Brandon.trelstad@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

**Position Details**

**Position Information**

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| **Position Title** | Student Outreach Assistant |
| **Job Title** | CPD Marketing Outreach Support |
| **Appointment Type** | Student Employee |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Min Hourly Rate** | 11.50 |
| **Max Hourly Rate** | \* |
| **Position Summary** | 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. |
| **Position Duties** | -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. |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | -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 (Special) Qualifications** | -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. |
| **Working Conditions / Work Schedule** | 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 |

**Posting Detail Information**

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| **Posting Number** | P03438SE |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 04/23/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/15/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 04/11/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / Student - open to ALL qualified/eligible students |
| **Special Instructions to Applicants** | Attach a resume and cover letter.  For additional information please contact Brandon Trelstad at Brandon.trelstad@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**