



**Associated Students of the Oregon Institute of Technology- Wilsonville (ASOITW)**

## **COMMUNICATIONS OFFICER**

### **Job Description**

**Department Name:** Student Services - Wilsonville

**Direct Supervisor:** Dana Onorato, Director of Student Services

#### **Position Description and Responsibilities:**

- Create advertising for events and notices
- Maintain ASOITW Display monitor
- Update ASOITW SharePoint content
- Maintain campus bulletin boards
  - Approve and post materials
  - Take down materials after allotted time
- Update events calendar

#### **Required Qualifications**

- Desire to improve communications on campus
- Creative interest: video, web development, graphic design, paper crafts – put your creative skills to use to communicate important information to the student body
- Passionate about working with and for students
- Strong written and oral communication skills
- Able to work effectively on teams and independently
- Reliable, punctual, and responsible
- Strong organization skills with attention to detail
- Student must be in good financial and academic standing and have a minimum cumulative GPA of 2.75 to serve in this office. Student must maintain a 2.0 GPA in order to continue

#### **Preferred Qualifications**

- Work study funds available
- Flexibility in work schedule

**Hourly Wage:** \$9.10 per hour

**Time Commitment:** Approximately 8–10 hours per week, start date May 5, 2014

#### **How to Apply**

To apply for this position, please submit your application, candidate statement and resume to Dana Onorato, Director of Student Services at [dana.onorato@oit.edu](mailto:dana.onorato@oit.edu) by **Friday, April 18**.

All candidates will be required to attend an informational meeting on **Monday, April 21 at 4 pm in room 124**.