Position Summary

The Office of Military and Veteran Services serves as the heart of military-affiliated affairs on campus. We develop programming to inform the Washu community about resources and the unique qualities that the military affiliated community bring, build relationships with the larger Washu community in order to foster a supportive environment for military affiliated students, we advise military affiliated students on their benefits and rights as they utilize their benefits and navigate the educational experience and advocate for military affiliated students on Washu’s campus. We are looking for work-study students who are enthusiastic about the future advancement of OMVS and who are passionate about helping other military affiliated students. The position will require the work-study student to be in person.

Communications Assistant

- Attend office events to obtain pictures for events,
- Develop and disseminate content on Facebook and Instagram,
- Develop and implement metrics to track projects and media exposure,
- Develop website content and send to appropriate persons,
- Develop/edit templates for documents, semester newsletter, brochure, and other communications tools as needed,
- Familiarity with Design Software, and proficient in Microsoft Office,
- Identify ways to garner awareness and advancement community marketing of military-affiliated students on campus,
- Maintain awareness of campus public relation policies,
- Prepare Crisis and Strategic Communication materials,
- Work collaboratively with the Public Relations and University Marketing offices,
- Other duties as needed.

Suggested number of hours 10-15.