

SOURCEU / DIGITAL MEDIA STUDENT ASSISTANT

DEPARTMENT

sourceU / Digital Media and Communications (Academic Affairs, Budget 1905)

QUALIFICATIONS

- Proficiency in Adobe Creative Suite, including InDesign, Illustrator, Photoshop/Lightroom
- Experience with video and audio recording equipment and editing software
- Self-directed and independent in strategic organization of tasks
- High level of responsibility and follow-through
- Willingness to learn
- Good interpersonal and communication skills
- Creative and collaborative

DUTIES

Work with the Chief Innovation Officer and External Ambassador to plan, create, and disseminate content for social media channels, email, print, and other digital marketing collateral. May also help to represent sourceU and Digital Media programs in external capacities.

COMPENSATION

Minimum Wage. Must qualify for Federal Work-Study funds.

HOURS

6 to 8 hours per week (approximate)

CONTACT

Luke Goble
Chief Innovation Officer
503-517-1074
lgoble@warnerpacific.edu

Please send Student Employment application, Supplemental Application (next page), résumé, and two WPU academic references to the above-listed contact.

sourceU

Supplemental Application for Work Study

INSTRUCTIONS: Please answer all questions to the best of your ability. Items that do not apply to you should be noted "Not Applicable" or "N/A".

As of date: _____
_____ WPU Credits completed
_____ Cumulative GPA
_____ Verified by Records (initials)

Date Submitted: _____

Name: _____ Major: _____

Cell Phone: _____ Alternative Phone: _____

Email: _____ WPU Box Number: _____

Desired number of hours per week: Fall: _____ Spring _____

Dollar amount of eligible Federal Work-Study funds (per semester) _____

Do you plan to use your Federal Work-Study funds for additional positions during the academic year/semester?

Yes No Position(s) _____

1. Why would you like to work for sourceU?

2. Which parts of the job description are most appealing to you?

3. What past or current experience or education may be helpful in carrying out your duties?

4. Please rank the following based on your strengths with 1 as your top strength and 7 as your least strength.

- _____ Dependability
- _____ Accuracy with data entry
- _____ Problem solving, resourcefulness
- _____ Taking initiative on projects and responsibilities
- _____ Organizational skills
- _____ Efficiency and precision
- _____ Consistent positive attitude and presence with others

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