

## **Student Communications Assistant**

Law, Societies & Justice Department

The Law, Societies, and Justice Department offers students a compelling interdisciplinary liberal arts education. It offers a wide suite of courses that focus on the complex roles that law and legal institutions play in structuring social life. LSJ faculty are well-regarded for their teaching excellence. The program serves about 275 majors, who are selected via a competitive admissions process. LSJ majors are energetic and engaged and are eager to use their university experience to position themselves for careers of deep personal and social significance.

The Department seeks a dynamic and innovative Student Communications Assistant to work productively and creatively with its diverse community. This position reports to the Academic Services Director, Kat Eli. The primary tasks of the student position are listed below:

### **Communications**

- Write news articles for the LSJ website (see examples [here](#))
- Assist with producing general digital communication materials for LSJ events
- Assist with promoting LSJ events via website, mass email communication, social media, etc.

### **Event Support**

- Assist LSJ staff with planning the LSJ Convocation Ceremony
- Assist with the LSJ Student Engagement Council event planning
- Assist with other event support

### **Supervision**

This position will report to Kat Eli, Academic Services Director.

### **Minimum Qualifications**

- Experience with journalistic style writing.
- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Detail oriented with strong written and verbal communication skills.
- Familiarity with social media platforms, including, but not limited to Facebook, Instagram, and LinkedIn.
- Strong sense of professionalism, interpersonal and organizational skills.

**Compensation:** \$19.97/hour

**Time Commitment:** a minimum of 5 hours/week and up to 10 hours/week depending on ongoing projects and/or office events

**Start Date:** September 2024

**End Date:** June 2025

**How to Apply:** To apply, complete the following application: [Apply Here](#). The online application will ask you to upload a resume, cover letter, and writing sample (similar to LSJ News articles found [here](#)). Applicants may also include links to social media platforms or online portfolios. We will be reviewing applications as they are submitted.

The University of Washington provides equal opportunity in education and employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam-era veteran. If you need disability accommodation in the application/employment process, please call 543-6450 (voice) or 543-6452 (TDD).