Department: Education
Position Title: Communications Facilitator
Start Date: Start of Fall Semester 2015
End Date: End of Spring Semester 2016
Hours per week: 4
Hourly Rate: $8.25
Position Supervisor: Roberta Linder
To apply/inquire Email rlinder@wittenberg.edu.

| Duties and Responsibilities of position: | 1. Work with University Communications to promote the work of the Education department faculty, students and school partnerships  
2. Maintain and update department webpage  
3. Write and edit the Blair Bulletin departmental newsletter-2 publications per academic year  
4. Serve as a co-editor to reestablish the online publication of the Wittenberg Journal of Education  
5. Maintain the department LinkedIn site  
6. Develop and maintain a departmental Facebook page |
| Qualifications needed for position: | 1. At least sophomore status  
2. Interest in creating and maintaining websites  
3. Ability to learn publication processes  
4. Detail oriented  
5. Dependable and reliable  
6. Effective communication skills  
7. Social Media skills  
8. Willingness to meet frequently with supervisor to discuss expectations, progress on projects and project review |