



Position Vacancy Listing

Working Title:

Communications Specialist (Video and Photography)

Official Title:

Communications Specialist

Degree and area of specialization:

Applicants must be currently enrolled at UW-Madison, in good standing. Journalism, Mass Communication, and Art & Graphic Design majors are desirable.

QUALIFICATIONS:

- Knowledge of videography and ability to use software such as Adobe After Effects
- Demonstrated experience in video editing and production
- Demonstrated experience in and knowledge of still photography
- Excellent written and verbal communications skills
- Excellent editing and graphic design skills
- Ability to work independently within deadlines

RESPONSIBILITIES:

The Communications Specialist will aid Wei LAB researchers in generating quality education-related social and traditional media content germane to the LAB's mission and scope. The candidate will enhance, maintain, and promote the Wei LAB's mission and professional presence via videography and photography. The candidate will also manage and maintain the storage of Wei LAB footage and photos. The Communications Specialist will update, maintain, and enhance the Wei LAB website presence as necessary, and ensure a quality, professional end-user experience. The chosen candidate will help document the work of the Wei LAB, its affiliates, and its researchers through a variety of multimedia outlets, including, but not limited to, short YouTube videos, podcasts, and other avenues as appropriate.

ABOUT WEI LAB:

Wisconsin's Equity and Inclusion Laboratory (Wei LAB) within the Wisconsin Center for Education Research (WCER) is dedicated to conducting both basic and applied research on topics of equity and inclusion in education, with a particular focus on higher education. Broadly constructed, the lab operationalizes equity and inclusion as efforts taken by organizations to ensure educational success for all of its constituents. The

mission of Wei LAB is to design, conduct, and disseminate research that informs policymakers, practitioners, and concerned citizens on how to best promote equitable and inclusive learning and work environments in education in general, and higher education in particular.

ADDITIONAL INFORMATION:

The successful candidate will demonstrate the following:

- Create, edit, and effectively disseminate regular electronic communications with a broad and varied constituency
- Possess intermediate to advanced website design and maintenance skills requisite for a webmaster, or the desire to learn the requisite skills to provide technical support to all aspects of the Wei LAB website
- Ability to work collaboratively and independently with minimal supervision and direction
- Ability to generate self-directed projects and initiatives, and to successfully carry them out from conceptualization to implementation
- Ability to successfully maintain and prioritize concurrent varied and complex projects

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Appointment type:	Hourly Student Position
Department(s):	Wei LAB/WCER
Hourly rate:	\$9-\$12/hr.
Term:	Academic Year
Appointment percent:	10 – 20 hours per week
Anticipated begin date:	January 17, 2016
Number of Positions:	1

How To Apply:

Please submit a PDF resume and cover letter to Samantha Garlock, LAB Manager: sgarlock@wisc.edu. Please direct any questions to Samantha at the e-mail above, or by phone: (608) 890-3790.