



Human Resources  
*The Office of Student Employment*  
**Job Descriptions**

**EWU Athletics — Communications Assistant**

This position is responsible for helping advance the vision and direction of EWU Athletics through writing, design, marketing and public relations. Through EWU Athletics communications, they assist in telling the story of Eagle student-athletes, writing stories, maintaining the EWU Athletics website (goeags.com), and assisting at live athletic events. Content created will help inform both the campus community and greater surrounding region.

**Under limited supervision, duties may include, but are not limited to:**

- Preparing, writing or updating materials for the EWU Athletics website, such as event recaps, previews, player biographies or other communications materials
- Assisting with event coordination, including live statistics and event coverage
- Organizing, tagging and cataloging EWU Athletics photography and other assets for historical record
- Helping with the management and outreach of the program through the use of social media platforms and communications
- Designing and/or distributing posters, pamphlets, fliers, programs, photos and/or videos
- Performing other related duties as assigned or required

**Additional responsibilities may include:**

- Assisting with special project and office work
- Participating in staff meetings and in-service training as scheduled
- Presenting digital strategies and ideas for expanding engagement

This position will work a max of 19 hours per week depending on workload. The work week will consist of hours Monday through Friday and as well as events on evenings and weekends. They will report to the Associate Athletic Director for Communications.

**Required Qualifications**

Applicants must have strong organizational skills, documentation skills, and computer skills including experience with Microsoft Office Programs, Word, Excel, Zoom, Google Docs and Google Drive.

Applicants must have strong writing, editing and proofreading abilities.

Applicants must be task oriented, dependable, and good with time management.

Applicants must be outgoing, flexible, reliable, responsive, detail oriented, self-directed, and willing to ask questions.



**EASTERN**  
WASHINGTON UNIVERSITY

Human Resources  
*The Office of Student Employment*  
**Job Descriptions**

Applicant must be able to effectively work independently and with others, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, emotional intelligence, and to be sensitive to the needs of a diverse population.

Applicant must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Preferred Qualifications**

Strongly preferred knowledge of a variety of sports, including basic strategies, statistics and terminology.

Strongly preferred introductory level knowledge of Adobe Photoshop, InDesign, and Illustrator.

Familiarity with most social media platforms and their various abilities.

Introductory level skills in photography and videography editing are a plus.

**Student employees are subject to EWU's employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range B**