



## Digital Project Specialist

**Department:** The Research Institute  
**Recruitment #:** S1969  
**Application Deadline:** Review begins immediately. Position open until filled.  
**Salary Range:** \$47,617 - \$56,200

### Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

### Department / Job Summary:

This position is in The Research Institute (TRI) for the Center on Early Learning and Youth Development at Western Oregon University in Monmouth. The Research Institute houses four centers focused on informing and facilitating change in educational and human service systems to improve the quality of life for all individuals. Funded through external grants and contracts, the centers conduct programs of research, develop evidence-based interventions that are provided through technical assistance and professional development, and increase system capacity to effect change. <http://triwou.org/>

Center on Early Learning and Youth Development (CELYD) works to improve the quality of care and education available to all children and their families in order to promote optimal development and full inclusion in their family, community and society through:

- Research, development and demonstration of effective practices and innovative models of care and education.
- Professional development, technical assistance and dissemination of effective practices and innovative models of service to practitioners in the fields of Early Childhood Education and Early Childhood Special Education.
- Systems change and policy development in Early Childhood Education and Early Childhood Special Education that creates access to quality service and promotes positive outcomes for young children and families at the local, state and national level.

The Digital Project Specialist participates as a member of a collaborative team working on federal, state, and local projects within the TRI Center on Early Learning. This position will design and maintain project websites and other digital media. This position also assists with conceptualizing and/or developing new digital professional development. The Specialist works at the state system level which requires knowledge and understanding of the specific audiences within the Early Learning field, the ability to negotiate change, uncertainty and the demands of system work, and the ability to create products that reflect audiences and are accessible and inclusive. The Digital Products Specialist is responsible for cultivating equitable practices across all aspects of position duties, The Specialist participates and engages in efforts to further develop and implement TRI's equity work plan and goals.

The appointment is renewed through an annual Notice of Appointment, dependent upon satisfactory job performance, continuing project needs, and/or available funding.

***We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.***

### Minimum Qualifications:

- Five (5) years of experience working in a web design, communication, information technology, design, project management, and/or instructional design or equivalent combination of education and experience
- Ability to design, build, and maintain user-friendly websites and mobile platforms
- Strong oral and written communication skills and the ability to successfully work, communicate, and interact with individuals from diverse backgrounds
- Ability to be flexible and adaptable to changing expectations and manage a variety of tasks while producing high quality work under tight deadlines
- Strong technology skills and fluency in many applications
- Ability to apply system thinking and pay attention to detail
- Ability to respond professionally during challenging situations

### Preferred Qualifications:

- Bachelor's or Master's degree with coursework in web design, communication, information technology, design, project management, instructional design, or related field
- Experience with HTML, CSS, or JavaScript programming skills. Strong experience with JavaScript framework such as jQuery, Angular, Vue, or React
- Experience in information delivery and dissemination
- Experience or education in information technology, online applications and/or publications, graphic design, marketing, communications, or public relations
- Understanding of accessibility and web design
- Minimum of two (2) years of experience working in a similar position
- Database knowledge and experience
- Experience in adult education, professional development, in-service training, curriculum, training material and/or publication development
- Proficient oral and written communication skills in Spanish, Russian, Chinese, or Vietnamese

**\*\*A criminal background check will be required as a condition of employment**

### Application Instructions:

You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

### Required application materials (PDF preferred):

1. WOU Employment Application available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned

**As an alternative, you may also submit application materials to:**

**S1969, Digital Project Specialist**, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto:employment@wou.edu); OR fax to: 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

**Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.**