

Position Description - Unclassified

Position Status:

Position Title		Position Number
Digital Projects Specialist (Spark)		E80017
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	FLSA
12 mos.		Exempt
Position Type		Regular/Short-Term
Full-Time		Regular
Work Location		Department/Division
Remote option with approval		The Research Institute
Reports to		Reports to Position Number
Director, Center on Early Learning and Youth Development		E80014
Incumbent		University ID #
TBD		

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>The Research Institute (TRI) houses two 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. TRI was established in 1961 at WOU and has research partnerships throughout Oregon and the nation. TRI is committed to promoting and supporting an environment which values and affirms equal opportunity, diversity, and inclusive practices. TRI is committed to creating a safe environment to have dialogue with our co-workers, partners and those who receive our services about how to best address the implicit bias that exists. TRI is committed to creating an anti-racist workplace that is fully inclusive by disrupting systemic racism and dismantling barriers for people of color in the workplace.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The Digital Projects Specialist, Spark participates as a member of a collaborative team working on federal, state and local projects within the TRI Center on Early Learning. The Digital Products specialist will work as a member of a collaborative. The position will be responsible for designing and maintaining project websites and other digital media. <u>This position will have a particular focus on the revisions of Spark, Oregon's Quality Rating and Improvement System, using the website and other digital tools to support and enhance community engagement, and communicate information related to the Spark revisions.</u> This position also assists with conceptualizing and/or developing new digital professional development. This position 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 specialist participates and engages in efforts to further develop and implement TRI's equity work plan and goals.</p> <p>TRI staff are expected to engage in continual learning in anti-racism, equity, diversity, inclusion and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university's equity work and goals.</p>

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
35%	Produce, maintain and update project products and materials such as project websites, digital and print publications, web-based products, mobile platforms, digital videos, social media posts, survey and form platforms like WordPress <ul style="list-style-type: none"> • Direct the development and implementation website features. • Provide user support and education related to the website. • Manage communication and for external website support.
20%	Lead social media campaigns and efforts to include: <ul style="list-style-type: none"> • Posting project materials. • Developing social media strategies and campaigns. • Engaging with social media audience.
10%	Assist in the development/refinement of online training and professional development materials on Canvas Platform.
15%	Design and maintain a comprehensive strategy for the delivery of information related to project activities to include: <ul style="list-style-type: none"> • Spark revisions • Spark implementation • Community engagement efforts
5%	Seek and incorporate input and feedback from project team members, partners and/or early learning professional on project products.
5%	Gain and main a working knowledge of Oregon’s early learning system and initiatives and gain knowledge and applying learned skills to interrupt systemic oppression.
5%	Work collaboratively in a team environment. Participate in and contribute to project meetings, seminars, workshops and other gathering as needed.
5%	Aide in the selection, development and implementation of Spark digital submission options
As needed	Other duties as assigned.
B. Required Qualifications	
<i>List any certificates, licenses, academic degrees, or experience <u>required</u> to perform the duties of this position. Indicate if a combination of education and experience is acceptable.</i> <ul style="list-style-type: none"> • 3 years of experience working in 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 • Ability to successfully work with individuals from diverse backgrounds 	



- Ability to manage a variety of tasks and produce high quality work under tight deadlines
- Strong technology skills and fluency in many applications
- Strong oral and written communication skills
- Ability to apply system thinking and pay attention to detail
- Ability to respond professionally during challenging situations
- Ability to be flexible and adaptable to changing expectations
- Ability to communicate with a wide variety of individuals and groups, from diverse backgrounds and respond professionally in challenging situations.
- Commitment to actively participate in and support CELYD’s anti-racism goals and practices

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- BA/BS or MA/MS degree with coursework in web design, communication, information technology, design, project management, instructional design, or related field
- Experience or education HTML, CSS, JavaScript programming skills. Strong experience with JavaScript frameworks such as jQuery, Angular, Vue, or React.
- Experience or education in WordPress, and Canvas
- Experience in information delivery and dissemination
- Experience or education in information technology, online applications, and or/publications
- Understanding of accessibility and web design
- Database knowledge and experience
- Experience in marketing, communications, or public relations
- Graphic design experience or expertise
- Proficient oral and written communication skills in Spanish, Russian, Chinese, or Vietnamese.
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D. Knowledge Areas

- Web design and maintenance
- Creating inclusive and accessible materials and visuals including universal design and web accessibility
- Information dissemination strategies
- Social media strategies

Budget Authority:

Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$0
Delegated authority to monitor budget	\$0
Limited approval authority for purchase	\$0
Purchase only with higher level approval	\$0

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

Hire	Assign Work
Transfer	Recommend salary adjustments
Discipline	Approve requests (i.e. leave)
Dismiss	Respond to complaints/grievances

Layoff		Conduct performance assessments
Promote		Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty	0	0
Classified staff	0	0
Unclassified staff	0	0
Student Employees (average per term)	0	0
Other (specify)	0	0

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

No decision-making authority to formulate, implement, evaluate, approve and/or modify department/university policy, procedures, and/or programs.

Additional Information:

List any additional information that would help describe the nature of the position.

All TRI salaried employees are considered exempt from overtime.

This position is contingent upon successful enrollment in the Oregon Department of Education Early Learning Division Central Background Registry (CBR) Specialist must successfully complete the WOU Driver Authorization, and have access to reliable transportation This position is grant funded

This position may require in-state travel, as well as occasional weekend and evening hours

This position is located on Western Oregon University's campus. It is potentially eligible for Western Oregon University's telework agreement

TRI Mission:

The Research Institute (TRI) at Western Oregon University improves the quality of life for individuals by facilitating positive change in education, health, and human services systems.

WOU Diversity and Respect Values:

Equity and inclusion; a fundamental basis in human diversity; appreciation for the complexity of the world; strength drawn from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		