



Digital Projects Specialist

Recruitment #: S2271
Review Date: Immediate review | Open until filled
Department: The Research Institute
Annual Salary Rate: \$63,745 - \$71,060

Position Summary:

The Digital Projects Specialist participates as a member of a collaborative team working on federal, state and local projects within TRI Center on Early Learning. The Digital Projects specialist will work as a member of a collaborative. The position will be responsible for designing and maintaining project websites and other digital media. 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.

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.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:

- 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
- Ability to communicate and interact with a diverse team and partners.
- 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
- Commitment to actively participate in and support CELYD's anti-racism goals and practices

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Required Application materials:

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses each qualification of the position.
3. Resume/CV

Additional Application materials:

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Background/Education Check:

A criminal background check will be completed as a condition of employment. An education check will be processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University 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/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.