



## Digital Projects Specialist (Spark)

<b>Recruitment #:</b>	S2281
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	The Research Institute
<b>Annual Salary Rate:</b>	\$63,745 - \$71,060

### Position Summary:

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 position will be responsible for designing and maintaining project websites and other digital media. 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. 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
- Western Oregon University reserves the right to change this position description at any time. | Created on / Revised:
- 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

### **Preferred Qualifications:**

- 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.

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

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

### **Additional Application information:**

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](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.