WSU – Teach21 (formerly Bush) Initiative – Communications Support
(includes maintaining website for the Initiative and development and maintenance of both internal and external communication)

Availability: 2011-2012 Academic Year
Status: Applications accepted May, 2011 until filled

Contact Information: Dr. Carrie Brouse
                        Assistant Dean for Bush Project Administration
                        Gildemeister Hall, Room #114
                        507.457.2447
                        cbrouse@winona.edu

Required Application Documents: Cover letter (stating qualifications, experience and related interests), resume and three professional references (contact name, phone number and email address)

Qualifications:

1. Knowledge of and experience with website development and technology in general
2. Familiarity with varied communications strategies
3. Excellent oral and written communications skills
4. Willingness to 'learn while doing'

Responsibilities to Include:

1. Adding to, redesigning, and further developing website content
2. Maintaining Teach21 and College of Education web pages
3. Writing NeXT newsletter articles
4. Designing and delivering varied forms of internal and external communication
5. Other duties as assigned

Compensation: Compensation is commensurate with WSU Graduate Assistant tuition and salary guidelines.