



**Job Title: Outreach Associate (OA)
Merchandise Design & Inventory**

Purpose:

To design images for print on promotional merchandise for KWVA;
To order promotional merchandise for KWVA;
To maintain a current count on the promotional merchandise KWVA.

Principle Functions/Requirements:

I. Administrative Duties:

- a. Design images for promotional materials, including posters, newspaper ads, t-shirts, sweatshirts, cups, etc.
- b. Research potential merchandise items and costs to be used for promotional materials;
- c. Coordinate with Membership Outreach Associate for fulfillment of membership orders;
- d. Attend weekly marketing department meetings;
- e. Hold at least three office hours/week;

IV. Clerical Duties:

- a. Maintain a digital file of all past KWVA images;
- b. Maintain a digital file of all promotional materials in stock;
- c. Submit monthly department reports to the Marketing Director.

Compensation/Selection Procedure:

\$40 month for 6 or 12 months

This position is available to all University of Oregon students enrolled at least half time for three out of four academic terms, in order to receive a stipend of \$40/month. The position begins July 1st and runs through December 31st or June 30th of the following year. Training will begin by May 1st and individual holding the position will be required to provide training to the incoming staff member. Position requires approximately 10 hours/week. Hired by the General Manager.

EOE/AA/ADA

Reports To:

KWVA Marketing Director

**KWVA: P.O. Box 3157 - University of Oregon - Eugene, Oregon - 97403
UPS/FedEx to: Suite M-112 - EMU - University of Oregon - Eugene, Oregon - 97403
(541) 346-4091 Business (541) 346-0648 Fax (541) 346-0645 Request Line**