**Title:** Digital Communications Specialist (Part-time)

**Location:** Remote

**Pay:** $25 per hour

**Hours:** Variable, estimated 3 to 20 hours per week, not to exceed 29 hours per week. Position is temporary and is unlikely to extend past the end of the calendar year.

**CONTEXT OF THE JOB**

The [Center for Disabilities Studies (CDS)](https://www.udel.edu/cds), housed in the University of Delaware’s College of Education and Human Development (CEHD), works to enhance the lives of individuals with disabilities and their families through education, advocacy, service and research. It promotes empowerment and opportunity, accessibility and inclusiveness, so all may fully participate in – and enrich – their communities.

CDS is seeking a temporary, part-time Digital Communications Specialist to support digital communications for the center including graphic design, e-marketing, consumer surveys, database maintenance, social media and website administration. Reporting to the CDS Director of Communications and Advocacy, the Digital Communications Specialist will be proficient in digital accessibility and support CDS digital initiatives from concept through implementation.

**Major Responsibilities**

- Provides digital communications support for the Center for Disabilities Studies.
- Produces e-marketing campaigns in Mailchimp.
- Develops and delivers consumer surveys in Qualtrics.
- Administers the CDS website in WordPress.
- Maintains project and contact databases.
- Provides graphic design support following University of Delaware brand guidelines.
- Collaborates with the CDS and CEHD communications teams to optimize content delivery and amplification.
- Other communications duties as assigned.

**Qualifications**

- Bachelor’s degree in marketing, communications or related field.
- Strong familiarity with a variety of digital marketing channels including web, social and email programs.
- Proficiency with web and UX principles and digital accessibility.
- Experience with Wordpress.
- Strong interpersonal skills; able to work effectively with a range of professionals, including administration, faculty, staff, students and partners.
• Able to work independently, handle multiple tasks simultaneously and accurately, effective at setting priorities to meet competing deadlines.
• Experience working within brand standards, policies and procedures preferred.

Resumes should be sent via email to Victor Schaffner, CDS Director of Communications and Advocacy, at the following email address: vschaff@udel.edu.