

Research and Training Center on Family Support and Children's Mental Health,  
Portland State University, Regional Research Institute for Human Services,  
School of Social Work

**Position Title:** Publications and Multimedia Manager

**Position Summary:** To serve as the Publications and Multimedia Manager for the Research and Training Center on Family Support and Children's Mental Health (RTC). In particular, this position will collaborate with the RTC Director of Research and Dissemination and the Coordinating Committee (the administrative body for the Center) on the implementation of Center publication and multimedia projects, overseeing design, copyediting, layout, updates and maintaining print and web publications, and other Center products. This is a federally funded project through September 30, 2009.

**Essential Duties:**

- Manage all Center publications & multimedia products throughout the production process to assure high quality print-ready and web-based publications. This includes overseeing: design; layout; copy & video editing; establishing style guides/visual themes; developing and maintaining appropriate production schedules; establishing & maintaining relationships with various vendors; and maintaining proficiency in the appropriate professional design & editing software.
- Oversee the response to local and national requests for Center publications and general information. This includes supervising the organization, preparation, and shipment of materials.
- Serve as assistant editor to compile, edit and/or design, and distribute *Focal Point*, our semiannually research review publication, and *rtcUpdates*, our monthly listserv announcements.
- Supervise and manage the implementation of website modifications.
- Manage, create, and distribute online impact surveys as directed by the Center's Director of Research.

**Secondary Duties:**

- Collaborate with the Conference Program Manager and Coordinator in the preparation and implementation of the bi-annual Building on Family Strengths Conference.
- Assist with grant applications.
- Attend University sponsored trainings and offsite classes relevant to this position.
- Assist in the management of student workflow.
- Create, manage and maintain all Center listservs.

**Minimum Qualifications:**

BA/BS required with at least 2-3 years of graphic design production experience and a basic understanding of web development. A Bachelor's or Associates degree in Graphic Arts may be substituted for the design experience.

**Preferred Qualifications:**

This position must make design and production decisions within the context of an interdependent organization that requires a high degree of flexibility and adaptability. Additionally, this position requires:

- Excellent oral and written communication skills
- The ability to take initiative and work independently with minimal supervision
- A high level of organizational skills
- A comprehensive knowledge of basic business office software, web design software and basic HTML code, graphic layout software, and video production software
- A willingness and aptitude for learning new skills and/or appropriate software programs
- The proven ability to work collaboratively with, and balance the demands of, many individuals from both within and outside the university community, and to work respectfully with a diverse group of employees
- The capability to resolve software and technology problems

**Compensation:**

This is a full-time 1.0 FTE position with a starting 12-month annual salary rate between \$34,032 and \$45,000, dependent upon qualifications and experience, with an excellent benefits package including fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependant at any of the Oregon University System schools.

**Position Duration:**

ASAP through 9/30/09, contingent on continued federal funding. Applications will be accepted through November 17, 2008. The application review process is expected to begin October 27, 2008 and will continue until finalists have been identified.

**To Apply:**

Submit the following in either hard-copy or e-mail format (e-mail preferred).

1. Letter of application addressing duties and qualifications above;
2. Current resume;
3. Writing sample (e.g. paper, report, or other) that demonstrates your ability to communicate effectively in writing; and
4. Three professional references with contact information, including e-mail.

Send to Kris Pethtel, RRI, Portland State University, P.O. Box 751, Portland, Oregon 97207-0751. (503) 725-9621 ([pethtel@pdx.edu](mailto:pethtel@pdx.edu)). For information *regarding the position*, contact Donna Fleming, [flemingd@pdx.edu](mailto:flemingd@pdx.edu) (503-725-8313). For information *regarding the application process*, contact Ron Talarico, [talarico@pdx.edu](mailto:talarico@pdx.edu) (503-725-4171).

For more information on the Research & Training Center, visit [www.rtc.pdx.edu](http://www.rtc.pdx.edu).

For more information on the Regional Research Institute, visit [www.rri.pdx.edu](http://www.rri.pdx.edu).

**Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.**