



# CampusPress Project Assistant Application Task

WPMU DEV

CampusPress

Edublogs

So you want to work at CampusPress? Of course you do, why else would you be looking at this task sheet?!

We want to be able to gauge how excellent your skills are, so here are 5 quick tasks you'll need to complete and submit with your application.

These tasks are created to help us find those shining examples of awesomeness, - just give it your best shot and try to complete as much as possible.

Your completed task should be sent directly to us. You can either answer inline, or you can create a separate text file and number the answers. Good luck!

Thank you for applying for the Project Assistant position with CampusPress. This task sheet is designed to help us understand how you communicate, organize information, and work across teams.

Please create a video answering each task in your own words and submit your response.

All tasks should be answered clearly and professionally. Keep your answers concise but informative.

### **Task 1: Prioritizing Requests**

You receive the following three internal messages at the same time:

- A support team member asks for help following up on a recurring client request.
- Sales wants a list of all active projects for a university they're pitching.
- A developer needs clarification on a new plugin request before they can begin.

In what order would you handle these, and why?

### **Task 2: Communication Draft**

You need to notify a client that their requested update to their WordPress network is complete.

Write the email you would send. The tone should be clear, friendly, and professional. Assume no further issues were found during QA.

### **Task 3: Task Breakdown**

A university client sends the following message:

"We need to improve accessibility across our department pages, especially navigation and color contrast. Also, we'd like to add a contact form to each sub-site."

Break this request into individual, clearly defined tasks that you would log in your task management system.

### **Task 4: Internal Collaboration**

The support team has noticed a growing number of tickets about outdated content on client sites. Sales is interested in identifying possible upsell opportunities for content strategy support. How would you help connect the dots between both teams?

## **Task 5: Coordinating a Small Project**

You're assigned to help coordinate a one-week project to set up a WordPress staging environment, apply a new theme, and conduct an accessibility review.

Briefly describe how you would structure this project across teams (Support, Dev, Accounts), including what tools you'd use and what key updates you'd share with the client.

Good luck!