

Job Description

Job Title: Marketing Work Study
Job Class: Service
Department: Student Services
Reports To: Communications Support Specialist
FLSA Status: Non-Exempt
Prepared By: Communications Support Specialist
Prepared Date: 8/20/18
Approved By:
Approved Date:

SUMMARY: The Marketing Work-Study will assist the Marketing Department with the daily duties of organizing, distributing marketing collateral, maintaining media hits database, events planning, taking photos/videos and social media posts. Performs other related job duties or responsibilities as requested or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain organization of marketing supplies, distribute marketing collateral, maintain media hits database, assists with events preparations, take photos and/or videos, and aid in social media posts. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Required:

High School Diploma or GED

Preferred:

NA

CERTIFICATES, LICENSES, REGISTRATIONS:

NA

LANGUAGE SKILLS:

Fluency in English with excellent verbal and written communication skills. Ability to understand spoken and written materials of others and to and make self easily understood by students, faculty, staff, internal and external customers.

MATHEMATICAL SKILLS:

Competency in basic business math.

REASONING ABILITY:

Ability to analyze submitted materials, data, and problems and make timely routine decisions within the scope of the duties of the position. Exhibit flexibility and willingness to learn. Deal professionally with unexpected situations and frequent interruptions. Multi-task, and prioritize work load. Ability to cope with stressful

circumstances and to cordially interact with coworkers to accomplish common tasks. Exhibit a willingness to assume additional duties.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to use general office equipment, including the computer, fax, telephone, copier located in various places throughout campus. Ability to research information that may be located in various offices and be in various formats, necessitating pulling files, examining micro fiche, or traveling to the storage building. Requires prolonged periods of time on the computer. Must be able to travel on- and off-campus. Ability to deal with mental stresses of working under constant interruptions and deadlines. Must be able to spend extended periods of time talking with students and other constituencies. Majority of work is performed indoors in a controlled climate.