

Job Title	Student Activities Marketing Assistant
Office/Department	Student Activities
Location (Building)	The Commons
Supervisor	Director of Student Activities, Megan Hicks
Length of Employment	September-May
Job Wage Rate or Range	\$7.25/hour
Position Summary	Assist the Director of Student Activities with the coordination and marketing of Student Life and campus events. Maintain the advertising table tents and 2 bulletin boards in The Commons.

**Principal Duties
and Responsibilities**

**PRINCIPLE DUTIES AND
RESPONSIBILITIES**

1. Design and ensure the distribution of table tents in The Commons. Coordinate all requests for table tents by maintaining a log and calendar of requests.
2. Assist with the coordination/marketing of Student Life events (NSO, Homecoming, Family Weekend, etc.), and other campus activities.
3. Maintain the bulletin boards in The Commons Lobby including "This Block" events .
4. Produce a flyer of block break events to be put up prior to the block break.
5. Support the Director of Student Activities and Commons Facility Coordinator with Family Weekend activities, including managing the registrations and check-in table.
6. Participate in training with the Information Desk student workers and assist with Information Desk coverage when necessary (rarely).
7. Other duties as assigned.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications**Expectations**

The Student Activities Marketing Assistant will work approximately twenty hours per block (will vary each week depending on activities of that week). They must be self-motivated, creative, knowledgeable about the use of desktop publishing programs, and an effective communicator. The Student Activities Marketing Assistant also needs to be comfortable with e-mail as a primary means of communication between him or herself and the Director of Student Activities and the Facilities Coordinator.

Working Conditions

Office

Other