

Work-study job title: Marketing Assistant

Office: Marketing and Communications

Location: Luce Admission Center

Supervisor: Assistant Director of Marketing and Communications

Length of employment: Academic year

Wage: \$7.25/hour

Position summary

Edits the weekly Campus Newsletter, edits the monthly events calendar, conducts basic research, proofs, archives marketing materials, and assists with web updates.

Principal duties and responsibilities

Creates weekly Campus Newsletter, creates monthly Events of Note ad, and edits Class News for the Cornell Report magazine. Conducts research as assigned, proofs print and electronic marketing materials, assists with maintaining digital photo database, and assists with updates to the website.

Job qualifications

Knowledge of basic news writing. Ability to proofread. Should be familiar with Google Drive. Knowledge of web digital photo databases, and with basic Web concepts and tools, is helpful but not required.

Expectations

Must be reliable, punctual, and able to work well unsupervised. Should be receptive to feedback.