

**Job Title** Marketing Coordinator

**Office/Department** Civic Engagement Office

**Location/Building** Thomas Commons, 213

**Supervisor** Coordinator of Civic Engagement

**Rate of Pay if not Minimum Wage** Minimum Wage

**Position Summary**

The Marketing Coordinator works to promote the opportunities and programs of the Civic Engagement Office through developing social media campaigns and other awareness opportunities.

**Principal Duties and Responsibilities**

1. Utilize social media to raise awareness for Civic Engagement Office programs and events
2. Promote the Civic Engagement office on and off campus and with campus departments and student organizations
3. Support and promote campus and community sponsored programs, events, and lectures related to civic engagement.
4. Attend bi-weekly staff meetings
5. Meet with the Director of Civic Engagement one-on-one 1-2 times each block
6. Assist in the marketing and promotion of the Civic Engagement Office
7. Coordinate activities with other members of the staff and work as a team to achieve the goals of the Office of Civic Engagement
8. Assist with other projects and duties as assigned

- |   |   |
|---|---|
| <input type="checkbox"/> Phone Coverage                               | <input checked="" type="checkbox"/> Photocopying      |
| <input checked="" type="checkbox"/> Data Entry                        | <input type="checkbox"/> Cataloging                   |
| <input type="checkbox"/> Research Assistant                           | <input type="checkbox"/> Operate Switchboard          |
| <input type="checkbox"/> Tutoring                                     | <input checked="" type="checkbox"/> Scheduling        |
| <input type="checkbox"/> Athletic Training                            | <input type="checkbox"/> Telemarketing                |
| <input type="checkbox"/> Maintenance                                  | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Receptions/Registrations                     | <input checked="" type="checkbox"/> Microsoft Word    |
| <input checked="" type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Access             |
| <input checked="" type="checkbox"/> Microsoft Excel                   | <input type="checkbox"/> Installing Hardware          |
| <input checked="" type="checkbox"/> Microsoft PowerPoint              | <input checked="" type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Dreamweaver                                  | <input type="checkbox"/> Graphic Arts                 |
| <input type="checkbox"/> Troubleshooting PCs                          | <input type="checkbox"/> Sports Statistician          |
| <input type="checkbox"/> Sports Information                           | <input type="checkbox"/> Shelving Books               |
| <input type="checkbox"/> Audiovisual Skills                           | <input type="checkbox"/> Interlibrary Loan            |
| <input type="checkbox"/> Library Circulation Desk                     | <input type="checkbox"/> Food Preparation             |
| <input type="checkbox"/> Photography                                  | <input type="checkbox"/> Cash Register Skills         |
| <input type="checkbox"/> Maintain Inventory                           |   |
| <input type="checkbox"/> Heavy Lifting Required                       |   |

**Additional Job Qualifications**

Interest in service and in coordination of service programs; positive attitude; willingness to be flexible and to adapt to change quickly; strong written and oral communication skills; basic computer skills

### **Expectations**

You will have a \$1000/year college work-study award with the Civic Engagement Office. This position requires a federal work study award. This will allow for 5-6 work hours each week for the first three weeks of the block. The Coordinator is encouraged to check in at the office regularly and is expected to work at least three hours in the office each week during the first three weeks of the block. A professional attitude, appearance and demeanor must be maintained when in the office. Confidentiality is expected in all matters containing sensitive information. Beyond the specifically detailed description of duties, the coordinator is asked to work on basic office tasks, including running errands, copying, typing, and cleaning areas.

### **Working Conditions**

Office Environment