Office of Student Life

***Student Life Office Staff: Marketing Coordinator***

As an important member of the Office of Student Life Team, the Marketing Coordinator is responsible for both supporting the Student Life office and coordinating the Marketing efforts for all Student Life entities, primarily the Programming Board, but also including Cascade Adventures, the Fitness Center and others. You’ll work with our programmers to form a marketing plan for each event, and then create flyers, use social media, and develop other strategies to inform our students about what’s happening on campus. In addition, you’ll support the Student Life office by answering phone calls, emails, and serving as a resource for visitors to the office. This position works up to 20 hours per week throughout the year, including summer, winter, and spring breaks.

**Dates of Employment:**

* June 18, 2018 – June 17, 2019
* 10-20 hrs/wk during the Academic Year
* 10-20 hrs/wk during Summer *(some time off is negotiable)*
* 10-20 hrs/wk during Winter Break *(some time off is negotiable)*
* 10-20 hrs/wk during Spring Break *(some time off is negotiable)*

**Responsibilities:**

**Marketing Specialist Duties (85%)**

* Work with the Student Program Coordinators to create, expand, and develop marketing methods to advertise programs
* Responsible for the Marketing and development of initiatives created by the Student Life Office and the Cascades Adventures program.
* Create the weekly Student Life e-newsletter
* Maintain a physical and virtual calendar of events
* Maintain an active Student Life Social Media presence
* Represent Student Life while tabling or talking to classes in order to spread awareness about upcoming programs and events
* Represent Student Life professionally when communicating with various staff, faculty and departments
* Maintain University Televisions

**Office Staff Duties: (15%)**

* Provide general office support including but not limited to:
	1. Answering the Office of Student Life phone
	2. Checking Voicemail
	3. Checking and responding to emails
	4. Maintaining office organization and cleanliness for Office of Student Life, ASCC office, and ASCC Conference Room.
* Greet visitors to the Office of Student Life, providing well-informed responses to their inquiries.
* Distribute student organization’s posters & flyers to campus bulletin boards.
* Shred, file, or scan confidential documents as directed.

*(Office Staff: Marketing Specialist continued)*

**Minimum Requirements:**

* Must have completed at least one year at OSU-Cascades
* Must be enrolled in at least six (6) credits at OSU-Cascades
* Must have and maintain a cumulative GPA of 2.5 or higher throughout the employment period
* Must have a clear judicial record

**Desired Qualifications:**

* Creative with the ability to design and produce marketing material using software such as MS Publisher, Adobe Creative Suite (Photoshop & Premier), etc. or by hand
* Pursuing a major or minor in business, computer science, or related subject
* Understands and can use social networking tools to market Student Life initiatives
* Experience planning events and collaborating with campus partners to achieve success
* Able to complete work in an accurate and timely manner with autonomy
* Has prior office experience with the ability to multi-task, assist with the organization, and maintain office functions to ensure efficient and effective operations
* Able to manage time efficiently and abide by strict deadlines
* Technologically oriented and proficient in Microsoft Office Suite, Google Apps, and interested in emerging technologies and how to utilize them to support the Office
* Possess strong interpersonal communication skills
* Organized and detail oriented
* Motivated, energetic, and able to maintain a positive attitude, especially in stressful situations