Responsibilities:
List all duties the student is expected to perform.

Other Duties:
Include “Other duties as assigned” to cover unforeseen responsibilities.

Required Qualifications:
Skills/Qualities you require of all applicants.

Desired Skills:
Skills/Qualities you are looking for in the ideal candidate.

Hours per week:
Provide range of work hours per week.

Compensation:
Provide wage or wage range.

Job Description:
RESPONSIBILITIES
• Build knowledge of office through speaking to classes on general services and communicating face-to-face with students (e.g. pass out information pieces on concourse)
• Write weekly blog on tigersprepare.blogspot.com, post updates on Facebook page
• Evaluate current marketing, advertising and public relations campaign and assist in creating updated ways to reach students for the 2011/2012 academic year
• Paint windows and contact local businesses about painting windows and posting information on their marquees about events
• Disseminate marketing pieces across campus in timely manner
• Write and distribute Public Service Announcements and Press Releases for events and services
• Pursue and prepare for interviews with local and campus radio and TV stations
• Plan and create new marketing materials utilizing existing technology and resources
• Other duties as assigned

REQUIRED QUALIFICATIONS
Applicants should be a rising junior or senior and have demonstrated coursework and/or experience in communication, public relations, marketing areas.

DESIRED SKILLS
• Creative, organized, and efficient
• Teamwork skills AND able to work independently
• Strong presentation skills, comfortable in front of large crowds (diverse in age)
• Initiative and self-motivation, able to work autonomously while updating supervisor regularly
• Able to handle multiple tasks
• Attention to detail
• Oral / written communication skills
• Organization / coordination skills
• Creativity
• Flexibility
• Willingness to learn
• Strong computer skills to include Word, Publisher and PowerPoint and prefer experience with Photoshop, InDesign and Illustrator
• Able to work 10-12 hours a week, M-F, between 7:45 a.m. and 4:45 p.m.

COMPENSATION
• $7.50-$8.00/hr based on experience; paid bi-weekly

May 2011 - April 2012 | 10 hrs/week
Possible renewal for the 2012-2013 academic year