



Position Type: Campus Jobs (including work study)

Job Description:

The student marketing assistant will be responsible for performing a variety of duties to support the Housing & Residential Life Marketing unit. This position works closely with the Senior Assistant Director of Marketing and Senior Marketing Program Coordinator.

As a member of the Housing & Residential Life marketing team, the student marketing assistant will learn from experienced marketing professionals and be exposed to marketing fundamentals and concepts, adding to the student's experience and knowledge. Housing & Residential Life marketing works with on campus housing (23 residence halls, one graduate apartment complex), Off-Campus Housing, and Conference & Guest Services.

Position duties and responsibilities include, but are not limited to:

- General office administrative tasks, including expense management (accounting)
- Work with vendors on printing needs
- Proof/edit marketing materials
- Coordinate, write and edit email newsletters (for students and parents)
- Manage digital TV signage software in the residence halls
- Oversee article submissions for outside publications, including managing editorial calendars, proofing/editing articles
- Providing website editing and social media support
- Produce and/or edit monthly reports
- Participate in marketing brainstorming sessions
- Communicating project progress and updates with supervisor
- Additional responsibilities as needed

Hours may include weekend and evening work. Position is for the academic year. There may be opportunities to work winter break and/or summer. *The University of Arizona is an EEO/AA - M/W/D/V Employer*

Please submit 2-3 samples of your writing work when applying for the position.

Approximate Hours per Week: up to 20 (flexible schedule to accommodate the student's class schedule)

Salary Level: \$10/hour

Qualifications:

Minimum Qualifications:

- Knowledge of Microsoft Office suite (Word, Excel, PowerPoint, etc.) required
- Strong writing/editing skills
- Ability to manage time and tasks both independently and as part of a team
- Must have strong organizational skills
- Must have ability to communicate effectively and handle multiple tasks at once under time constraints
- Must be currently enrolled at The University of Arizona for 6 units or more
- Must have a valid drivers license and have been licensed for a minimum of 2 years

Preferred Qualifications:

- Interest in marketing, communications or writing
- HTML experience (Drupal preferred)

SUPPLEMENTAL REQUIREMENTS:

- Housing & Residential Life is a security sensitive department and this position requires a finger-print criminal background check
- Motor Vehicle Division check