



CONFERENCE SERVICES

MARKETING & DESIGN ASSISTANT

DEPARTMENT

Conference Services - 6315

QUALIFICATIONS

- Self-starter with ability to work independently under minimal supervision
- Strong commitment to customer experience and guest services
- Ability to communicate with diverse range of individuals, including staff, off-campus clients, donors, faculty, and students
- Basic Microsoft Suite, Photoshop, and video editing competencies
- Attention to detail with efficiency and precision
- Interest in event marketing and graphic design
- Experience in video editing, graphic design, and virtual events a plus

DUTIES

- Assist with all Advancement events (fundraisers, donor events, alumni events, etc.), including preparation for events, event marketing, day-of staffing, and post-event analysis
- Assist with Advancement graphic design and marketing projects
- Assist with video streaming events live and prerecording events to be edited
- Edit prerecorded events to be ready to share out on social media, email, etc.
- Set-up rooms for events as needed
- Ability to lift and move 50 lbs.

COMPENSATION

Begins at Minimum Wage

HOURS

10 hours per week required in-office time (scheduled around class schedule)

CONTACT

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