



# DEPARTMENT OF BUSINESS

## MARKETING AND OFFICE ASSISTANT

### DEPARTMENT

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Department of Business – 1151  
AFG 202, Mt. Tabor Campus

### QUALIFICATIONS

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An enthusiastic Warner Pacific University undergraduate student, preferably majoring or minoring in business, marketing, digital media or communications (at least one previous marketing class required). Strong customer service, organizational, and communication abilities required. Experience with Microsoft Outlook, Word, and Excel preferred. This position will work primarily in the field collecting and creating social media posts and weekly at AFG 202. This is a Federal Workstudy position, and applicants must qualify for work study on their FAFSA.

### DUTIES

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- Assist the Dean and Program Instructors with marketing duties for the Department of Business and all of its existing and building degree programs on both the traditional and PGS campuses. The primary role of this position will be in creating one social media post each week – based on a student, former student, alum, or faculty member’s activities. This post will be provided to the marketing department for use in the university’s social media work. The student will be responsible for writing the blog post, finding an appropriate photo (or taking a photo) or other artwork and submitting it to the department dean weekly.
- Other duties as needed: Assist the Dean with other office duties as needed including building charts and databases for the Business Department in excel, helping to set up events, unpacking, sorting, organizing, and labeling supplies. Assist occasionally with tabling events involving the Business Department which may include outreach events and various other celebrations relating to program operations and deadlines.
- Maintain FERPA confidentiality and need-to-know information.
- Perform other office assistant duties as assigned and negotiated.

### COMPENSATION

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Begins at Minimum Wage

### HOURS NEEDED

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Flexible, 4-8 hours/week negotiated according to the student’s schedule

### CONTACT

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