

# Skutt and Harper Centers

## Student Employee Job Description

Title: Marketing Assistant

### General Summary:

The marketing assistant is a part-time, temporary student employee. He/she assist with programming and promoting new activities for the Skutt and Harper Centers.

### Pre-Requisites:

1. Enrollment at Creighton University
2. A cumulative GPA of 2.5 or higher
3. A marketing or advertising student

### Duties and Responsibilities:

1. Design calendars and posters for multiple organizations.  
Programming and promoting new activities for the Skutt and Harper Centers
2. Marketing to the Creighton campus and to the surrounding community
3. Help maintain and improve the Student Center web page

### Expectations:

1. Be responsible and fulfill duties even under minimal supervision

2. Work well with others
3. Be creative and think of new ideas that can better the Skutt and Harper Centers and its clients
4. Communicate well - verbally and written
5. Be organized

Knowledge, Skills, and Abilities:

1. Knowledge of various graphics and publishing software programs. Needs to be well-versed in Adobe Suite
2. Experience and knowledge of technical aspects of the development of Web pages and related items
3. Ability to negotiate profitable relationships with local business vendors
4. Ability to design, direct, and coordinate marketing endeavors for a variety of programs, services, products, and facilities

Title: Programming Coordinator/Internship Supervisor: Business Manager

General Summary:

The programming coordinator is a part-time, temporary student employee. He/she coordinates the schedules of events and workload of the student programming team. The team is responsible for planning and executing events in the Skutt Student Center.

Pre-Requisites:

- 1.Enrollment at Creighton University
- 2.A cumulative GPA of 2.5 or higher

3. Second semester sophomore or higher
4. Some marketing or event planning experience preferred
5. A marketing or advertising or public relations student preferred

#### Duties and Responsibilities:

1. Coordinating the event schedule
2. Planning and executing events
3. Oversight of the student programming team
4. Oversee execution of the events
5. Work with the event management staff to set up events

#### Expectations:

1. Be responsible and fulfill duties even under minimal supervision
2. Work well with others
3. Be creative and customer service focused
4. Communicate well both verbally and in writing.
5. Be organized

#### Knowledge, Skills, and Abilities:

1. Ability to multi-task and work well under deadline
2. Be able to take initiative and work with minimal supervision
3. Ability to communicate with the marketing team

