

Skutt and Harper Centers Student Employee Job Description

Title: Marketing Assistant

Supervisor: Business Manager

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. Sophomore or first semester junior
4. A marketing or advertising student

Duties and Responsibilities:

1. 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
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