

Skutt and Harper Centers Student Employee Job Description

Title: Marketing Assistant

Supervisor: Assistant Director

General Summary:

The marketing coordinator is a part-time, temporary student employee. He/she coordinates the schedules and workload of the student marketing team. The team is responsible for designing marketing material for both the Skutt and Harper Centers, as well as promotional materials for programs and events in each building. These can include advertisements, flyers, posters, websites, media releases, etc. The team also assists with both the planning and execution of some programs and events.

Pre-Requisites:

1. Enrollment at Creighton University
2. A cumulative GPA of 2.5 or higher
3. Sophomore or higher
4. Some marketing or design experience preferred

Duties and Responsibilities:

1. Marketing to the Creighton campus and to the surrounding community
2. Management of the marketing calendar
3. Programming and special events coordination

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. Knowledge of various graphics and publishing software programs
2. Familiarity with Typo3 for website management or willingness to learn
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

