Media and Marketing Assistant- Career Services (Starts Fall ’23)

JOB DESCRIPTION
The Career Services department is looking for a student employee to assist with graphic design and digital marketing. The student employee would assist in creating digital marketing pieces for various events, campaigns, and social media blasts. Students in the graphic design or mass communications program are preferred, but others will be considered if they have experience.

- **This job will start in August 2023.** Depending on your availability, the job could begin as early as August 1st.
- We are looking to hire **1 student** for this position!
- Candidates must qualify for Work-study or MavWorks funding.

DUTIES
- Manage online and social media channels such as Handshake, Instagram, Facebook, LinkedIn, and potentially TikTok
- Create engaging multimedia content to post to digital platforms and digital bulletin boards if needed
- Increase Career Services office awareness across campus via social media and other channels
- Develop digital campaigns to promote the Career Services office services and all of its events
- Stay up to date with the latest social media best practices and technologies
- Other tasks and projects as assigned including assisting with Career Services events, strategic marketing planning, etc.
- Provide friendly customer service to students and employers, and be knowledgeable of campus/community resources

QUALIFICATIONS
- Must have creative thinking skills and be a self-driven worker
- Must be reliable, punctual, organized, and detail-oriented
- Be outgoing and energetic and have excellent customer service skills (in person and over the phone)
- Must possess effective written communication skills including the correct use of spelling, grammar, and punctuation
- Have advanced knowledge of social media platforms including Instagram, Facebook, Tiktok, LinkedIn, etc.
- Have excellent computer skills and experience with Microsoft Office, Adobe, and any other graphic design or marketing content creation programs
- Maintain professional behavior and dress appropriately
- Be able to maintain the confidentiality of student information
- **MUST BE WORK-STUDY ELIGIBLE OR HAVE MAVWORKS** as a part of your financial aid award for the 2023-2024 school year

QUESTIONS?
For additional information please contact Jennifer Pacheco (jjpacheco@coloradomesa.edu or 970.248.1455)