

Marketing/Publications WORK STUDY JOB DESCRIPTION

Title: Marketing and Publications Assistant (work study)

Summer: Y

Fall: Y

Winter: Y

Spring: Y

Job Description:

Under the supervision of the Executive Director of Institutional Advancement, and under the direction of the Graphic Design and Media Specialist, the Marketing and Publications Assistant (work study position) will:

- Assist with planning, creation, and execution of marketing collateral and advertising material
- Perform website-based projects such as bad link search-and-replace, content updating, and new page creation
- Photograph events and locations on campus
- Upload and maintain social media posts on multiple platforms
- Help create a monthly e-newsletter

Skills Required:

- Typing, 35+wpm
- Organized
- General understanding of social media platforms and how to use them (Facebook, Instagram, Twitter, others)

Skills preferred but not required:

- Some knowledge of graphic design programs (Photoshop, Illustrator, InDesign, or similar)
- DSLR Photography (camera provided by college)

Days/Hours: variable – will set with student each term as class schedule allows

Location: Building 2

Dept: Institutional Advancement

Supervisor: Dan Spatz

Campus: The Dalles

Pay Level: 1

Phone: (541) 506-6034