

# **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 Marketing & Communications Coordinator, 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
- Film and edit video

**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)
- Some knowledge of video editing principles (any program)
- DSLR Photography (camera provided by college)

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

**Location:** Building 2

**Dept:** Marketing

**Supervisor:** Jessica Griffin Conner

**Campus:** The Dalles

**Pay Level:** 1

**Phone:** (541) 506-6039