

**Marketing & Photography Assistant – Room and Board
Position Overview****FRESNO STATE**

Student Housing

Application Deadline: Sunday, March 24th**Job Description**

The Student Marketing & Photography Assistant at Student Housing is responsible for promoting on-campus living to current and prospective residents as well as the community, current and prospective students of California State University, Fresno.

The Student Marketing Assistant is under direct supervision of the Marketing and Summer Conference Coordinator. This is a year round position that includes the summer of 2019.

Minimum Qualifications

- Must be enrolled as a student at California State University, Fresno
- Current Student Housing residents preferred (former residents & non-residents may apply)
- Must be in good disciplinary and financial standing with the University and Student Housing
- Knowledge of Microsoft Word, Excel, PowerPoint and email.
- 25 work hours per week. (Shifts are typically scheduled between the days/hours of M-TH, 4pm-9pm & Fridays between 8am - 5pm during the school year. Summer shifts are typically scheduled between the days/hours of M-F 8am – 5pm.)
- Grammar and proofing skills

Preferred Qualifications

- Social Media Experience (Instagram, Twitter, Snapchat, Facebook)
- Knowledge of Adobe Photoshop, Illustrator, InDesign
- Marketing experience
- Photography experience

Expectations

- Work cooperatively as a part of the Marketing office team
- Ability to arrive on time and work all scheduled shifts (winter and spring recess hours are flexible). Room and Board assistant will mostly work evenings during the week (Interviewing Residents and Attending Housing Events).
- Read and completely understand the on-campus living application brochure, Student Housing Handbook and Weekly Planner and other written materials as provided
- Ability to learn new software and procedures
- Ability to handle multiple tasks and deadlines
- Demonstrate exceptional interpersonal, communication and public relations skills
- Fulfill responsibilities of position description and stated job expectations of supervisor
- Behave in a professional, business-like manner
- Uphold California State University, Fresno Association Inc. policies as stated in the Student Housing Handbook and Employee Handbook
- Uphold integrity standards

Primary Responsibilities

- Provide walking tours of Fresno State Student Housing to prospective residents, university community and campus visitors.
- Work in coordination with the Residential Life Staff and other staff members at housing events
- Design and post Social Media Content across different Student Housing platforms
- Attend housing events and take photos to showcase on social media and promotional materials
- Work with the Student Marketing team on promotional materials to current and prospective residents
- Interview and interact with residents for Housing Happenings content
- Design/post informational signs/posters
- Help Design and layout of Student Housing publications and brochures, forms, t-shirts and sweatshirts
- Assist with the preparation and delivery of various marketing presentations and activities for the University, Student Housing, and community events. Examples: SAFARI, Preview Day, Move-In Day, and more.
- Participate in on-campus living presentations
- Promote on-campus living and summer accommodations with all contacts including students, residents, faculty, administrators, vendors, coworkers, campus, community and others.
- Meet established work priorities and deadlines. Review weekly with supervisor.
- Other duties as assigned by the Marketing & Summer Conference Coordinator

Compensation

- Room and board at Student Housing: Double occupancy community style bedroom and a Platinum meal plan (in exchange for 25 hours of work per week)
- Summer compensation: Room and board at Student Housing: Single occupancy suite style bedroom and 21 meals per week (in exchange for 25 hours of work per week). May work additional hours for pay.
- If selected for this position, you will need to show proof of eligibility to work in the United States (Social Security card or international work permit card) and photo ID (California Driver's License or Passport) prior to beginning the position.

An initial employment offer and continued employment is contingent upon a satisfactory background investigation, and other applicable conditions.

Remove this coversheet before submitting your application

Personal Information:

Please print legibly

Name: _____ Fresno State ID#: _____

Phone: _____ E-mail Address: _____

Major: _____ No. College Units Completed as of Dec/2018 _____

Cumulative GPA _____ Expected Graduation Date: _____

Permanent Address:

Street Address	Apt/Suite
City	State
	Zip Code

Local/On Campus Address:

Check this box if your Local/On Campus Address is the same as your Permanent Address.

Street Address	Apt/Suite
City	State
	Zip Code

1. Have you ever been employed at Student Housing? (Circle One)

YES

NO

If yes, list the position(s) held and date(s) of employment:

2. List other previous employers (at least two years), including any volunteer hours, and briefly describe the type of work performed:

3. Briefly describe any customer service experience you have provided in a volunteer or paid position:

4. Briefly describe your marketing experience:

5. What experience do you have with Social Media?

6. What experience do you have with Photography?

7. What experience do you have speaking publicly?

8. What qualities or skills do you have that make you the best candidate for this position?



Scheduling

Are you available to work 25 hours/week during the 2019-2020 academic year? Circle one:

YES

NO

If no, please explain any commitments: _____

Are you available to work 25 hours/week during Summer 2019? Circle one:

YES

NO

If no, please explain any commitments: _____

Please indicate the times you are **AVAILABLE** to work during Spring 2019 semester each day.

	Time
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Please indicate the times you are **AVAILABLE** to work during Summer 2019 each day.

	Time
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

References

1. Name: _____ Phone: (_____) _____

Occupation and Title: _____

2. Name: _____ Phone: (_____) _____

Occupation and Title: _____

Please attach your photography portfolio on a flash drive or anything that exemplifies your photography experience. On a separate sheet of paper, please provide your Spring 2019 class schedule and resume.

I certify that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature _____ **Date** _____

**Return the completed application to the Atrium Customer Service Desk, by email to Aimee Caneva at acaneva@csufresno.edu or mail to:
Student Housing 5152 N. Barton Avenue M/S RH 82 Fresno, CA 93740-8013**

If you have any questions please contact the Marketing and Summer Conference Coordinator,
Aimee Caneva, at acaneva@csufresno.edu.

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