

**Marketing Assistant – Hourly
Position Overview****FRESNO STATE**

Student Housing

Application Deadline: April 9th**Job Description**

Student Marketing Assistants are 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 Fresno State Student Housing residents preferred (former residents & non-residents may apply)
- Must be in good disciplinary and financial standing with the University and Fresno State Student Housing
- Knowledge of Microsoft Word, Excel, PowerPoint and email
- Academic year: 12 - 20 work hours per week. Summer: 35 - 40 work hours per week. (Shifts must be scheduled between the days/hours of M-F, 8am-5pm)
- Grammar and proofing skills

Preferred Qualifications

- Adobe InDesign, Illustrator, Photoshop experience
- Marketing experience
- Graphic design experience, including some 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).
- Read and completely understand the on-campus living application brochure, Fresno State 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 Fresno State 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 on scheduling tour coverage
- Maintain and update staff photo board/nametags, take staff photos when needed
- Create designs for academic year and summer photo board/nametags
- Design/post informational signs/posters
- Help design and layout of Fresno State Student Housing publications and brochures, forms, t-shirts, etc.
- Plan and execute promotional events
- Assist with the preparation and delivery of various marketing presentations and activities for the University, Student Housing, and community events. Examples: SAFARI, Preview Day, Opening Day, and more.
- Design and participate in on-campus living presentations
- Design graphics for website and social media
- Promote on-campus living and summer accommodations with all contacts including students, residents, faculty, administrators, vendors, coworkers, campus, community and others.
- Other duties as assigned

Compensation

- \$12.00 per hour (minimum wage)
- 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

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

4. Briefly describe your marketing experience and course work:

5. What experience do you have with promotional activities?

6. What experience do you have speaking publicly?

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

Scheduling

Are you available to work 12-20 hours during the 2019-2020 school year? Circle one:

YES

NO

Are you available to work 35-40 hours during summer 2019? Circle one:

YES

NO

Explain any conflicts or special situations:

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

	Time
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

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

	Time
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

On a separate sheet of paper, please provide your Spring 2019 class schedule and resume.

If selected for an interview, you will be notified via email.

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, or mail to:
Fresno State 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

Application Deadline: Tuesday April 9th