

Marketing and Programs Assistant Position Description

Title: Marketing and Programs Assistant Position

Supervisor: Manager, Marketing

Pay Rate: \$8.25 - \$8.50/hour

Hours of Work: 20 Hours per week. Additional hours may be available during University break times and summer months.

General Responsibilities:

The Student Centers Marketing & Programs Assistant will provide marketing support for Student Centers units as well as work at programs and events.

Specific Duties:

- Provide marketing support for Student Centers units including Conference and Reservation Services, CreationStation, Games Room and Shasta's Cones and More
- Provide marketing support for Student Centers events such as SC Welcome Back, I "Heart" My Student Center, Fall Fest and Cougar Casino
- Assist Student Centers Marketing Graduate Assistant with development of events, including: theme, space reservation, graphics, promotional/giveaway items and securing necessary vendors
- Interact with and engage diverse student body through guerilla marketing, tabling, etc. in order to promote events (both day-of and upcoming) and services
- Support Student Centers Marketing Graduate Assistant with all social media platforms including: content creation, post scheduling, and cross promotions
- Other duties as assigned

Qualifications:

- Currently enrolled and in good standing at the University of Houston
- Professional etiquette and communication skills such as: time management, answering phone calls, email communication, and verbal communication
- Responsible, efficient, and flexible
- Available to work 15 – 20 hours weekly, including some nights and weekends
- Able to work and interact within a diverse population of patrons
- Social Media, photography, and/or graphic design experience preferred
- Some physical activity both indoors and outdoors is required