

Marketing/PR Coordinator

8 Months

60 hours/month

Salary Minimum Wage

Job Description

1. Promote the professional image of ASWU through producing organizational brochures, and posters, and writing current media releases for issues and events of the ASWU.
2. Manage ASWU web page to keep it current and other ASWU social media outlets (Twitter, Facebook, Instagram, e-mail, ASWU blog, etc) on a daily basis.
3. Publish weekly campus events section based on coordinator reports for dorm newsletters.
4. Develop key contacts on campus (i.e. academic departments, athletic coaches, student life departments, etc.) in order to encourage student participation from these areas in ASWU sponsored events;
5. Lead marketing campaigns for ASWU Sponsored programs such as Homecoming, Springfest and the welcome fair and plug in picnic for Orientation.
6. Update the large whiteboard calendars of all ASWU sponsored events in Chambers, updating events daily through coordination with the Events Calendar office and personnel.
7. Create and update the large HUB calendar near the entrance to Sodexo.
8. Attend all meetings of the ASWU Assembly.
9. Register for the GE 330 leadership class for fall and Spring Semesters.
10. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
11. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester. (NOTE: Seniors may drop below 12 credits in their spring semester.)
12. Serve on at least one committee approved by ASWU.
13. Keep regular and convenient office hours of 8 hours a week.

Qualifications

1. Extreme responsibility, accountability, and reliability in working toward the completion of job responsibilities.
2. Ability to make connections with all aspects of the University and the greater Spokane community.
3. Ability to be creative, flexible, and unique with programming promotion.
4. Self-motivated, self-starter who can work without a lot of direct supervision.
5. Extreme enthusiasm and school spirit with the ability to sell ideas and programs and keep students informed on a daily basis.
6. Knowledge of technology and/or willing to learn.
7. Knowledge of social media and/or willing to learn
8. Superb organizational and time management skills.
9. Clear and effective communication skills.
10. The ability and desire to work closely with other student leadership positions.