

## **Marketing Assistant**

Primary role to assist the PRCC staff with the development of high quality marketing materials. These materials will focus on PRCC overall center marketing, program marketing, and development efforts. The marketing assistant will work with the PRCC Director and will be hired based on experience and skills (portfolio of graphic design work). Additionally, this student will be required to assist in the distribution of marketing materials (beyond design). This student assistant will also be trained on relevant web design software to assist with regular updates of the PRCC website.

**Other Duties:** All PRCC students may be required to assist with general program staffing and event day logistics for any PRCC program. Additionally, students may also be called upon to assist with administrative projects/errands as needed. Your shift may also include library work occasionally.

### **Requirements**

- ✓ Must be responsible, punctual and reliable
- ✓ Must have a willingness to be outgoing and flexible. Must demonstrate a willingness to fully see projects through to completion.
- ✓ Computer and creative skills are necessary including knowledge of MS Office programs and various graphic design software. Additionally, the student assistant should possess and ability to quickly learn new computer software (will be trained on website design software).
- ✓ Must be able to attend PRCC student assistant training at the beginning of the semester.

### **Schedule Availability**

- ✓ Must be available to work 6-8 hours per week
- ✓ Work schedule will be determined with your immediate supervisor