

PROMOTIONS OFFICE

Organization Name: Promotions Office (in the Division of Student Affairs)

Job Title: Campus Posting Assistant

Reports to: Creative Services & Production Manager, Promotions Office Project Manager

Job Objective: Responsible for posting posters to campus bulletin boards and assisting with miscellaneous office management tasks.

Responsibilities:

- Stamp posters for approval and sort them to be posted
- Post on Allendale campus posting boards
- Bring posters to the Allendale Housing Office to be distributed in Living Centers
- Remove posters that are past their event date or don't have an approval stamp
- Clean posting boards and remove pins and staples
- Maintain the Creation Station and restock supplies weekly
- Help with various office tasks

Required qualifications:

- Must be a current GVSU student enrolled in at least 6 credits
- Must have work study
- Available to work 6-8 hours weekly
- Able to walk a few miles weekly and carry posters around campus
- Strong attention to detail and organizational skills
- Reliable and punctual

Compensation: Starts as a level 3A (based on the [GVSU Student Wage Rate Chart](#)) and increases based on prior experience and time in the position.

Description of organization: The Promotions Office is a student-powered creative agency that provides design, print, video, photo and digital marketing services for clients (on campus) which educate, inform, and inspire the campus community.

How to apply: Deadlines and information about applying for this position can be found online at:

<http://gvsu.edu/promotions/apply>

