

PROMOTIONS OFFICE

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

Job Title: Project Manager (Design/Print)

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

Job Objective: Provide Promotions Office project management, campus posting services, and broad office support.

Responsibilities:

- Project management for service requests:
 - Reviews and organizes incoming request
 - Communicates with clients to clarify specs and move the project forward
 - Works with vendors to order approved projects
 - Provides accountability to design team based on project deadlines
- Project management for quote requests:
 - Reviews and organizes incoming quote requests
 - Works with vendors for pricing and timelines
 - Coordinates with clients to receive approval to move the project forward
- Oversees twice weekly Valley campus posting and once weekly City campus posting service
- Manages the office admin assistants and facilitates weekly admin team meetings
- Schedules client meetings for Promotions Office staff
- Manages assigned special projects with the Promotions Office staff and/or clients
- Assists with printing and finishing client projects created in office
- Creates invoices using InvoiceNinja
- Processes client invoices using Workday
- Maintains accounts receivable for design/print projects
- Maintains communication via email
- Keeps files, digital processes, and office supplies organized
- Other duties as assigned

Required qualifications:

- Must be current GVSU student enrolled in at least 6 credits
- Advertising & Public Relations, Marketing, Business major, or related field of study
- Strong organizational, problem solving, time management, and leadership skills
- Able to work independently and with a team
- Proficiency in Microsoft Office and Google Docs
- Able to effectively communicate to groups of people and individuals
- Available to work shifts between 9 a.m. - 5 p.m., M-F during fall/winter semesters

Preferred qualifications:

- Active in some part of Student Life
- Available to work outside normal office hours, including weekends if needed

Compensation: Starts as a level 4A (based on the [GVSU Student Wage Rate Chart](#)) and increases based on prior experience and time in the position with 10-14 hours/week. Additional hours may be available on a project by project basis.

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. We are a part of Student Affairs Marketing within the Division of Student Affairs.

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

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