

Campus Posting Assistant *Job Description*

Organization Name: Promotions Office, part of the Office of Student Life

Job Title: Campus Posting Assistant

Reports to: Kell Arrand, Promotions Office Coordinator

Summary: The Promotions Office offers design and print services to the Office of Student Life as well as the entire GVSU community. We print many posters each semester to promote GVSU events and more. The Campus Posting Assistant is responsible for maintaining GVSU's Campus Posting bulletin boards, including sorting/posting posters, removing unauthorized posters, and maintaining the bulletin boards. They are also responsible for various office tasks, including maintaining and restocking the Creation Station in 0008 Kirkhof.

Job Responsibilities

- Stamp posters for approval and sort them to be posted
- Post to 39 Allendale Campus Posting boards bi-weekly
- Bring posters to the Allendale Housing Office bi-weekly 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/Preferred Qualifications

- Must be a current GVSU student enrolled in at least 6 credits
- Able to walk a few miles weekly, carry posters around campus, and reach high
- No major preference
- Can work 2 non-consecutive days (like Mon. & Wed., or Tue. & Fri.)
- Reliable and punctual
- Active in some part of Student Life

Compensation: Wages are competitive with other on-campus jobs. Increases with experience.

Hours: 7-10 per week, Monday–Friday, between 9 a.m. and 5 p.m.