

# PROMOTIONS OFFICE

**Organization Name:** Promotions Office in Student Life

**Job Title:** Promotions Office Posting Person

**Reports to:** Kell Arrand (Promotions Office Coordinator)

**Job Objective:** Responsible for posting posters to campus bulletin boards, and removing any posters that are unauthorized.

**Responsibilities:**

- Stamp posters for approval and sort them to be posted
- Post to 40 Campus Boards bi-weekly
- Bring posters to the Housing Office bi-weekly to be distributed in Living Centers

**Required/Preferred Qualifications:**

- 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.)

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

**Hours:** 10 per week, Monday–Friday, between 8 a.m. and 6 p.m.

**Positions Available:** 1