

PROMOTIONS OFFICE

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

Job Title: Office Assistant

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

Job Objective: Supports the Promotions Office through front desk management, administrative tasks, and campus posting.

Responsibilities:

Campus Posting (50% of position)

- Stamp posters for approval and sort them to be posted
- Post on 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

Front Desk/Administrative (50% of position)

- Staff the Promotions Office front desk and provide high-quality customer service (i.e. answer the phone, assist walk-in clients, respond to emails)
- Assist in managing and organizing our client project pick-up shelf
- Organize and maintain office supplies and project materials
- Deliver completed projects to clients when necessary and pick up projects from Copy Center
- Other duties as assigned

Required qualifications:

- Must be a current GVSU student enrolled in at least 6 credits
- Must have [federal work-study](#)
- Must be available to work 8-12 hours per week during fall/winter semesters
- Able to walk a few miles weekly and carry posters around campus in a variety of weather conditions
- Strong attention to detail and organizational skills
- Reliable and punctual

Preferred qualifications:

- Available to work outside normal office hours, including weekends if needed
- Can work two non-consecutive days (like Mon./Wed. or Tue./Fri.)

Compensation: Compensation starts at 2A with merit-based increases with 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. 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>

