

Mission of Elliott Student Union:

The Elliott Student Union (ESU) serves as the center of campus life, providing University of Central Missouri's students, staff, faculty, alumni and guest with facilities and programs which help to create the community. The Union functions as an integral part of the educational life of the University by unifying the campus and fostering knowledge and understanding among members of the community

Duties and Responsibilities:

- Fully support the ESU's mission and assist in executing it in different phases
- Create and curate engaging content
- Effectively utilize ESU's social media
- Assist in administrative duties
- Schedule, coordinate and attend various events
- Create or update partnership databases
- Assist in planning and implementing traffic generating programs for the Elliott Student Union. Areas of focus include the Union Cinema, Union Bowling Center and retail vending sites.
- Help plan and coordinate ESU's special events.
- Connect with student organizations and University departments to encourage collaboration with the Student Union to enhance the student learning experience outside of the classroom
- Assist in developing and implementing a comprehensive marketing program for the Elliott Student Union
- Analyze ongoing market research to understand the needs, perceptions, preferences, and satisfaction levels of particular segments of the ESU.
- Writes stories about students, staff and alumni within assigned area Edits stories and other Web content according to style and policy guidelines.
- Works cooperatively and jointly to provide quality seamless customer service
- Helps fellow employees with their tasks, such as answering the phone and managing front line operations.
- Supervise Graphic Artist and student social media team
- Other duties as assigned

Qualifications:

- Bachelor's degree
- Minimum 3.0 undergraduate GPA
- Enrollment in graduate programs of Public Relations, CSPA or related field

Preferred Skills:

- Attention to detail
- Budget-related skills
- Communication skills, including oral, written, and/or nonverbal
- Human Relations/ Interpersonal skills
- Ability to manage multiple concurrent projects and meet deadlines
- Solid understanding of the different social networks
- Efficiency at Google programs
- Knowledge of a University environment
- Graphic Design, Photography and Video Production

Special Working Conditions:

- On call/standby work required
- Irregular work hours (evening and weekends)
- Professional appearance
- Work in stressful conditions

Compensation:

- \$3750 stipend per semester (minimum of 20 work hours per week is required)
- Tuition scholarship
- Parking permit
- On campus housing (If available)