

Mission of Elliott Student Union:

As the center of student life on campus, The Elliott Student Union (ESU) is a welcoming space that is dedicated to providing facilities, services, and programs while supporting educational life in an environment that creates community and enhances the campus experience.

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 platforms
- 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 and tabling opportunities.
- 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 Pepsi Intern
- 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
- Maintain confidentiality

(more on back)

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)