

Santos Manuel Student Union
California State University, San Bernardino

JOB DESCRIPTION

Position Title: Marketing Administrative Assistant

Classification: Student Assistant

Wage Range: \$16.50 (Level A)

Department: Santos Manuel Student Union Marketing Department

Work Schedule: Up to 8 hours/week as determined by Communications and Social Media Specialist and Marketing Manager

GENERAL STATEMENT:

The Marketing Administrative Assistant will support the SMSU and RecWell Marketing Department by providing day-to-day office assistance and coordinating marketing plans to promote SMSU events. This individual must be solution driven and detail-oriented to keep up with the needs of the department.

JOB DUTIES:

- Organize and manage work orders submitted by clients
- Input information into departments' project management software
- Develop monthly and quarterly marketing reports
- Draft quotes and process invoices in a timely manner
- Archive office documents
- Follow up with on and off campus vendors regarding print materials and merchandise
- Order, log and restock office and printer supplies
- Distribute flyers throughout the SMSU and in buildings on campus
- Organize and monitor SMSU bulletin boards
- Update merchandise inventory sheets
- Ensure timely delivery of printed marketing
- Monitor campus display cases and remove outdated materials
- Ensure timely delivery of printed marketing materials
- Promote SMSU programs and events and obtain RSVPs for future events
- Perform other duties as assigned

QUALIFICATIONS:

- Excellent verbal and written communication skills
- Strong planning and organizational skills
- Must be able to work independently with minimal supervision

EDUCATION:

- Must be a currently enrolled CSUSB student

- Minimum 2.0 cumulative GPA required at the time of hire and throughout duration of employment

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REQUIRED KNOWLEDGE AND ABILITIES:

- Technologically proficient in Microsoft Office, specifically Excel
- Accurate data entry
- Experience working in customer service driven environment
- Ability to manage multiple projects and adhere to deadlines
- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff
- Proven communication, interpersonal, and organizational skills