

Santos Manuel Student Union  
California State University, San Bernardino

**JOB DESCRIPTION**

**Position Title:** Marketing Administrative Assistant

**Classification:** Student Assistant

**Wage Range:** \$16.90 (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- Monitor campus display cases and remove outdated materials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