The Student Housing Marketing Assistant plays a crucial role that supports marketing activities of the department.

Marketing duties require an interest and experience with photography and photo editing, graphic design, creating short videos, and social media outreach.

Successful candidates will...

- Demonstrate skill in graphic design and an ability to implement an idea in a finished product.
- Demonstrate creativity and a willingness to learn.
- Demonstrate skill in photography, video editing, and social media marketing.
- Availability to help on photo and video shoots.
- Ability to work independently and meet deadlines.
- Assist professional staff with special projects and provide administrative support as needed.

ELIGIBILITY: Full-time UCI students with a minimum 2.4 GPA
WAGE: $12.75/hour (Student Asst 3) July 1, 2019 - June 12th, 2020
TERM OF EMPLOYMENT: Approximately 9-12 hours per week during Academic Year
HOURS: Approximately 10-15 hours per week during summer

JOB DUTIES

Training and supervision will be provided to perform the following duties:

- Work with Marketing staff on specific assignments involving photography, photo editing, producing slide shows, graphic design, and video editing. Photography work sometimes involves attending housing activities and events to provide photo coverage.
- Provide administrative support for professional staff on an ad hoc basis.
- Flexible scheduling (during 8 – 5 work day, with occasional evening hours to cover events); Schedule may change each quarter to accommodate your class schedule. Must be available the week of move-in.
- Assists with social media accounts and content creation.
- Based on specific assignments, will interact with students and professional staff (e.g. at photoshoots).

SKILLS AND KNOWLEDGE REQUIRED:

- Graphic design; photo/video editing
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Must be punctual, responsible and detail-oriented.
- Ability to organize and prioritize tasks.

DESIRED EXPERIENCE:

- Experience with Adobe CS products (Photoshop, Illustrator, InDesign)
- Experience living on-campus or in local communities.
- Experience working in an office setting.

Please contact Fernando Osorio at fernando.o@uci.edu if you have any questions.