

Marketing Work Study

DEPARTMENT: Marketing

JOB TITLE: Marketing Student Assistant

SUPERVISOR: Gayle Arries, Public Information Director II
Ruby Hicks, RH-244
garries@tctc.edu
864-646-1509

DUTIES:

Support the marketing team with planning, implementing, and monitoring marketing campaigns. Attend student events at all campuses; video and photograph activities and interview students for use on social media. Create original content for different platforms such as social media, website, blogs and print materials. Graphic design skills in InDesign, Illustrator and Photoshop a plus, but not required

QUALIFICATIONS:

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary, effectively use Microsoft Office applications, and agree to adhere to confidentiality as required by FERPA.

SCHEDULE:

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m. Evening hours may be required.

HOURS PER WEEK: up to 20 hours per week, dependent upon work load

PAY INFORMATION: \$10 per hour

Location: Pendleton Campus