Company Name: UND Marketing & Creative Services  
Company Address: Gorecki Alumni Center – 3501 University Ave – Stop 8357  
City: Grand Forks  
State: ND  
Zip: 58202-8357

Contact Name: Nicole Voigt  
Contact Title: Marketing Coordinator  
Phone: 701.777.3396  
Fax: 701.777.2721  
WWW: http://UND.edu/marketing/  
E-Mail: nicole.voigt@UND.edu

JOB DESCRIPTION:

Job Title: Marketing Assistant

Job Duties: Serve as a member of the Marketing & Creative Services team assisting with a variety of marketing and communications tasks, including, but not limited to:

- Work with Marketing team members to help implement marketing plans, strategies and tactics for reaching current students and staff.
- Conduct research to help identify the most effective marketing efforts and tactics.
- Assist with the implementation of marketing campaigns through direct mail/e-mail, print, Web, social media, blogs and text messages.
- Assist with photography and other digital media projects as applicable.
- Write and edit content for various UND web pages and print pieces.
- Assist with social media efforts for current students and staff.
- Assist staff with office tasks (inventory, assembly of materials, mailings, project timelines, etc.).

Successful candidate must be a quick learner, and have excellent writing abilities; a strong grasp of the English language; effective interpersonal communication skills; strong attention to detail and accuracy; and the ability to work independently, as well as with a team.

Intermediate experience in Microsoft Word and Outlook required; experience with Adobe InDesign a plus.

Marketing & Creative Services works on strategic marketing and communication efforts for members of the UND campus. In particular, our team supports the Division of Academic Affairs, the Division of Student Affairs, Diversity & Inclusion, Office of Admissions, Office of Financial Aid, Housing and Dining, Dean of Students Office, Memorial Union, Student Involvement, One-Stop Student Services, Student Success Center, Disability Student Services, TRIO, Career Services, Wellness and Health Promotion, Student Health Services, University Counseling Center, University Children’s Learning Center, and others as needed.

APPLICATION REQUIRED: (X) YES ( ) NO

Apply in 2 Steps:
1. Complete UND Student Employment application at: UND.edu/jobx
2. Submit cover letter and resume via e-mail to: nicole.voigt@UND.edu

Salary Offered: $8+/hour  
Pay Period: Bi-Weekly

Start Date: ASAP  
Finish Date: N/A (prefer student be able to work a minimum of 1 year in position)

Hours Per/Week: 10-15 (flexible); student may be able to increase hours, including (but not guaranteed) the possibility of working 20 hours/week during the summer and holiday breaks, as requested by supervisor.

Level Required:  
(X) Sophomore  
(X) Junior  
(X) Senior  
( ) Graduate Student

Number of Openings: 1  
Citizenship Required: (X) Yes ( ) No

Majors Required:  
(1) Marketing  
(2) Communication  
(3) Business  
Or  
(4) English