



EMPLOYMENT OPPORTUNITY

Associated Students
at Sacramento State

Student Engagement and Outreach Promotions and Outreach Coordinator

Position Summary: Under the direct supervision of the Associate Director of Student Engagement and Outreach (SEO), the Outreach and Promotions Coordinator shall assist the A Team in promoting ASI throughout the campus. The Outreach and Promotions Coordinator will also perform a number of general department-wide marketing and office administrative activities.

Start Date: Spring 2018
Time Base: Part-time, up to 20 hours per week
Application Deadline: Open until position is filled
Compensation: \$11.00 per hour

ESSENTIAL DUTIES & RESPONSIBILITIES

- Coordinate all ASI marketing and outreach efforts
- Set up and run regular outreach events around campus
- Act as liaison and outreach facilitator between campus groups/clubs, residence halls, promotional agencies and ASI programs
- Distribute outreach/promotional materials around campus, including: flyers, posters, a-frames, advertisements, promotional items, and apparel
- Develop and implement event-marketing strategies
- Partner with the Communication coordinator to monitor online sweepstakes, giveaways, contests, and other promotions to provide tracking, a recap report, and prize fulfillment
- Collaborate with other ASI program areas to enhance and promote their image around campus
- Collaborate with ASI graphic designers on outreach campaigns and collateral material
- Research and implement trends in marketing and public relations
- Participate in Orientation, WOW, Open Houses, and other public forums as a representative of ASI
- Work at ASI and other campus events when available
- Maintain a positive and upbeat attitude in order to provide excellent customer service
- Act as an ASI ambassador at all times with extensive program knowledge
- Perform various administrative functions including answering phone calls, checking emails, copying, faxing, printing, etc.
- Other duties may be assigned

CORE COMPETENCIES

- General knowledge of program services
- Experience in leadership or management
- Organizational abilities and experience
- Good planning skills
- Experience with ASI program participation preferred
- Excellent oral and written communication skills
- Ability to work outside and stand for long periods of time

MINIMUM QUALIFICATIONS

- Advanced proficiency in Macintosh (OSX) computers
- Currently enrolled Sac State student in good standing
- Ability to work during the summer at orientations
- Valid driver's license

PREFERRED QUALIFICATIONS

- Open to all majors; however Public Relations, Communications, and Marketing majors are preferred

How To Apply: To apply select apply now on the website or selecting the following link:

<https://748.dayforcehcm.com/CandidatePortal/en-US/asi/>

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. Therefore, ASI employees are not state employees.

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www.asi.csus.edu

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at www.csus.edu/police/cleryact.htm