

MARKETING ASSISTANT

CUAbroad, Center for Global Education

111 McMahan Hall

Position Title: Marketing Assistant

CUA Department: CUAbroad - Center for Global Education (CGE)

Position Description:

The Marketing Assistant is responsible for assisting the CUAbroad staff with the marketing and advertising of its programs and services to students and the university community. Other administrative and clerical office tasks and duties will be assigned as needed. The student must have his/her own computer or willing to work from a campus computer lab.

Desired Qualifications

Excellent computer skills and past experience in marketing, graphic and web design are required. Previous experience designing brochures and other marketing materials for business, not-for-profit or social organization is preferred. Experience with HTML and Microsoft publisher is a plus.

Must have a professional attitude, great customer service and mature outlook. Must exercise independent judgment and, at times, make decision with no direct supervision. Must be able to handle confidential information in a responsible manner. Must be flexible with work hours and office locations.

International interest and/or experience is a plus. Applicant should be enrolled in a CUA degree program. Preference will be given to applicants able to commit to two semesters of continued work-study employment for this office.

Hours (per week and/or schedule desired):
10-19 hours/week between 9am and 5pm - M-F

How to apply: Submit a resume, a letter of interest, one work sample, and available work hours to sweigert@cua.edu.

Position Type:	On-Campus Work Study, Cardinal Connection Job
Salary Level:	\$9.25/hour
Job Function:	Administrative/Support Services
Approximate Hours/Week:	10-15
CUA Job Number:	# 1362