



THE UNIVERSITY *of*
MISSISSIPPI
STUDENT HOUSING

MARKETING ASSISTANT

POSITION DESCRIPTION

Qualifications

- Must be a currently enrolled full-time student during fall and spring semesters
- Must be enrolled in school during time of employment and/or enrolled for a future term
- Must have lived on campus in a residence hall for at least a full academic year
- Must be in good academic and conduct standing with the university
- Must be in good standing with the Department of Student Housing
- Must have excellent communication and interpersonal skills
- Must have knowledge of and willingness to learn about Ole Miss and the Department of Student Housing
- Must possess the ability to positively and effectively represent Ole Miss and the Department of Student Housing

Responsibilities

- Connect with and assist prospective and current students and their families via phone and email
- Conduct student housing component of regularly-scheduled daily and special housing tours, working with other campus departments as needed
- Host open houses in the residence halls at campus visit events
- Showcase residence halls and answer questions in showrooms at orientation events during the summer
- Refer students and their families to applicable campus resources as needed
- Positively market facilities and amenities offered by student housing
- Positively discuss personal experiences living on campus
- Respond appropriately to questions and concerns from students, visitors, and families
- Maintain neat appearance and dress in accordance with departmental guidelines
- Assist with recruitment and training of new staff

- Work at least 12 hours per week during fall and spring semesters as well as full summer term with additional hours available for special events (maximum number of hours per week: 20)
 - Primary work hours during the academic year: 8:00am-5:00pm
 - Seven Saturday visit events - required (average 2 hours)
- Represent housing at events where student representation is needed
- Assist with student move in
- Other duties as assigned

Benefits/Compensation

- \$7.40 per hour
- Guaranteed availability of on-campus housing
- Excellent leadership, communications, customer service, and public speaking training and experience
- Professional development opportunities