SUMMER MARKETING ASSISTANT

POSITION DESCRIPTION

Qualifications

- 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

- 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
- Connect with prospective and current students and their families through phone calls to answer questions; assist them with housing needs; market student housing facilities, amenities, and programming; and ascertain their plans, thereby reducing uncertainty of incoming freshman housing numbers
- Maintain neat appearance and dress in accordance with departmental guidelines
- Work a minimum of two days per week (set dates – summer orientation)
  - Primary work hours during the summer: 8:00am-5:00pm
  - One Saturday visit event (July 7)
• Other duties as assigned

Benefits/Compensation

• $7.40 per hour
• Excellent leadership, communications, customer service, and public speaking training and experience
• Professional development opportunities