



Graduate Assistant for Marketing

Position Summary

The Graduate Assistant for Marketing will contribute to departmental marketing efforts by developing social media and web content, including copy and digital media design; taking and editing photos and videos; and representing the Department of Student Housing at orientation, on daily tours, and at monthly visit events. In addition, the Graduate Assistant (GA) for Marketing will provide support to the Assistant Director for Marketing by conducting marketing research and fulfilling administrative responsibilities in the area of marketing. The GA for Marketing also will support other members of the marketing team during times of increased call and email volume.

Responsibilities

- Develop social media content in Adobe Illustrator and Adobe Photoshop
- Take and edit photos and videos to be used on social media and in design projects
- Manage media display content
- Perform responsibilities associated with and assist in the management of daily tours, monthly visit events, and orientation open houses
- Perform responsibilities associated with and assist in the management of special events as needed
- Provide administrative support to the Assistant Director for Marketing
- Others as assigned

The GA for Marketing must be admitted as a full-time student in a graduate degree program (preferably integrated marketing communications, journalism, business, fine art, or higher education).

The GA will work 25 hours per week while receiving the monthly stipend. This includes the week after December finals and winter break days in January. The Graduate Assistant for Marketing must work 11:30am-1:00pm and 2:30-4:00pm Monday-Friday. Other hours are negotiable but must be worked during business hours (8:00am-5:00pm Monday-Friday), with the exception of monthly visit events on Saturdays. The appointment begins January 7, 2019 and runs through May 18, 2019.

Remuneration: Full tuition waiver for up to 21 hours per calendar year, \$1,186/month stipend from January 7-May 18, work space with computer, and professional development opportunities. Housing is not provided.

For more information, please contact Jennifer McClure, Assistant Director for Marketing, at jlmclur@olemiss.edu.