SSU Entrepreneurial Activities & Campus Life
Design Marketing Coordinator

Entrepreneurial Activities & Campus Life marketing department is looking for a creative student who is passionate about design and wants to learn the ins and outs of graphics, photography and web.

The Design Marketing Coordinator will assist Campus Recreation programs to create (print and digital) graphics, take photos and work on web updates. Campus Recreation programs includes: Intramural Sports, Super Kids Camp, In Motion, Massage, Personal Training, Campus Rec Swim, Outdoor Pursuits, Outdoor Resource Center, Bike Maintenance, Climbing Wall, Low Ropes Course, Wilderness Welcome, Sustainability, Membership and the overall Recreation Center.

Design Marketing Coordinator will be responsible for the following:

- Design print collateral (flyers, brochures, posters, banners, etc.) and digital collateral (digital signage, web graphics, etc.)
- Work directly with student programmers, full-time staff and marketing staff to determine marketing needs
- Maintain brand identities and develop graphics for giveaway items
- Research and implement marketing trends
- Oversee and complete web updates
- Attend weekly programmers and marketing meetings
- Work on additional projects as assigned

Qualifications

- Strong knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Experience with web updates (knowledge of html or CSS preferred but not required)
- Ability to work independently
- Attention to detail and possess excellent organizational skills
- Work well under pressure and tight deadlines
- Positive attitude accompanied by the ability to adapt to a fast-paced environment
- Desire to expand skillset and gain real-world working experience
- Experience with photography is desired

Additional Information:

- Average hours: 16-20 hours per week
- Starting Wage: $10.00
- Work Location: Entrepreneurial Activities & Campus Life Administrative Offices, 3rd floor of the Student Center and Campus Recreation Offices, 2nd floor of Campus Recreation
- Office Operating Hours: Mon – Fri: 8:00am – 4:30pm

How to Apply:

Apply with a cover letter and resume to Casey Kelly at kellycas@sonoma.edu. Please provide a portfolio of your graphic work.