SSU Entrepreneurial Activities & Campus Life
Marketing Operations Coordinator

SSU Entrepreneurial Activities & Campus Life is looking for a student who is passionate about marketing and wants to learn the ins and outs of marketing operations. The Marketing Operations Coordinator will assist with the planning and implementation of marketing materials and campaigns for all divisions of SSU Entrepreneurial Activities & Campus Life.

The Marketing Operations Coordinator will be responsible for the following:

- Assist with day-to-day marketing operations (project planning, creating calendars, team and department check ins, marketing material delivery, etc.)
- Ensure Student Center digital signage system is working on a daily basis (schedule and create content)
- Take a lead on assigned projects and be able to work independently
- Brainstorm and research new marketing ideas
- Manage all department websites and keep up to date on a daily basis
- Analyze and track sales data to determine market requirements and future implementations on a weekly basics
- Work on additional projects as assigned

Qualifications:

- Ideal candidate will have marketing experience
- Take direction and manage multiple projects at one time
- Possess excellent organizational, communication and interpersonal skills
- Positive attitude accompanied by the ability to adapt in a fast-paced environment
- Desire to expand skillset and gain real-world working experience
- Must have excellent knowledge of excel
- Must have a basic working knowledge of Dreamweaver (a big plus if know html or CSS but not required)

Additional Information:

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

How to Apply:

Apply through Seawolf Jobs with a cover letter and resume to Job ID #: 22115 or email a cover letter and resume to Casey Kelly at kellycas@sonoma.edu.