SSU Entrepreneurial Activities & Campus Life
Seawolf Living Marketing Coordinator

The Seawolf Living Marketing Coordinator will manage the Seawolf Living brand including the website, email marketing communications and blog. Seawolf Living is a hub for students to discover information about events happening on-campus. The website and lifestyle section are a place where students can go to learn about what’s happening on-campus, how they can get involved, and get some tips and tricks on how to have the best experience here at Sonoma State!

We are looking for a creative student to join the SSU Entrepreneurial Activities & Campus Life marketing team who has strong writing and communication skills.

**Seawolf Living Marketing Coordinator will be responsible for the following:**

- Research, write and edit event content on a weekly and daily basis and for SeawolfLiving.com
- Create Seawolf Living email marketing campaigns through Constant Contact on a weekly basis
- Write and research blog content on a weekly basis (average about 4-5 posts per week)
- Attend campus events as necessary to write event recaps for Seawolf Living blog and assist with live event posts on social media
- Work closely with other departments to gain information to post on Seawolf Living for events and the lifestyle blog
- Work on additional projects as assigned

**Qualifications**

- Strong writing and editing skills with ability to use correct grammar, spelling, punctuation and vocabulary
- Experience establishing relationships with full time staff and students
- Must be comfortable with doing outreach/research and working directly with departments
- Work well under pressure and tight deadlines
- Possess excellent organizational, communication and interpersonal skills
- Positive attitude accompanied by the ability to adapt in a fast-paced environment

**Additional Information:**

- Average hours: 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, note: some hours outside of office hours will be needed to attend campus events

**How to Apply:**

Apply through Seawolf Jobs with a cover letter, resume and writing sample to Job ID #: 22117 or email to Casey Kelly at kellycas@sonoma.edu.