

FWS MARKETING PROJECT COORDINATOR
SUPPORTING THE STUDENT AFFAIRS (SA) UNIT
STUDENT SUCCESS MARKETING & COMMUNICATIONS OFFICE

POSITION SUMMARY:

The Student Affairs Marketing Project Coordinator assists with a wide variety of communication and marketing projects for the SA departments with concentrations in project management and website content management. The Marketing Project Coordinator will work closely with the Communications & Marketing Officer in support of departments like the Marshall Student Center, Center for Leadership & Civic Engagement, Office of Multicultural Affairs, and Dean of Students Office, among others.

Candidates should be comfortable working 15-20 hours per week in a remote environment as they will be required to independently move projects forward, prioritize tasks, and meet deadlines. The compensation for this position is minimum wage. **Federal Work Study award is required.**

Specific responsibilities include, but may not be limited to:

- Assist in managing the flow of marketing projects and tasks submitted from all Student Affairs unit departments. This includes reviewing requests, assigning projects to appropriate team member/graphic design team, managing deadlines, communicating edits and organizing finalized graphics.
- Manage accurate and up to date web content on Marshall Student Center site and make updates to other SA office sites as needed.
- Manage MSC marketing tools including: MSC LCD screens and atrium banners.
- Collaborate with other SA student staff on special projects that support the goals of the unit
- Clerical and other tasks as needed.

MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Current USF student enrolled at the Tampa campus with availability to work consistent weekday business hours (between 8 am – 6 pm).
- Must have working knowledge of Microsoft Office applications.
- Familiarity with content management systems.
- Marketing, Communications student or related field
- Excellent written and oral communication skills.
- Must be organized, goal-oriented, strategic, and customer-service oriented.

PREFERRED QUALIFICATIONS:

- Familiarity with Adobe Creative Suite (InDesign, Photoshop), creative and print processes.
- Experience with photography and videography, including video editing software

Email resume, cover letter and federal work study award for fall 2024 to:

Lisa Ater, Communications & Marketing Officer at lisabeebe@usf.edu