



**Associated Students, San Jose State University**  
**One Washington Square**  
**San Jose, Ca 95192-0128**

**Position Title:** Marketing Assistant  
**Position Department:** Marketing  
**FLSA Status:** Non-Exempt  
**Full/Part-Time:** Student, Part-Time  
**Compensation:** \$17.00 per hour  
**Reports to:** Marketing & Communications Manager

Click [here](#) to apply!

### **Associated Students Summary**

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

### **Position Summary**

The Marketing Assistant is responsible for providing assistance and support for Associated Students (A.S.) marketing campaigns and projects, campus and vendor relationship building, and special promotions supporting Associated Students. This position will focus on delivering a consistent image and deepening awareness of A.S. programs, events and services.

### **Essential Functions**

- Works with A.S. marketing team to develop and deliver marketing strategies and campaigns for programs and services
- Assists in writing and/or editing content for various communications, including the monthly A.S. newsletter, ensuring that the e-mail distribution lists are updated regularly
- Maintains the master event calendar and posts relevant event details on the A.S. website, SJSU calendar and Sammy App
- Assists in the purchase of promotional giveaways, including apparel and specialty printing, by requesting quotes, negotiating pricing, and ordering and tracking shipments
- Builds professional working relationships with third party vendors
- Works across A.S. departments to gather information or schedule projects
- Maintains monthly office supply inventory
- Organizes internal meetings and special requests
- Assists in submission of artwork for design competitions
- Stays current on important campus-wide communications, news, blogs, and social media pages to share news or information as needed

- Conducts research on marketing trends, techniques and strategies; shares findings with the marketing team; incorporates relevant strategies in campaigns and materials
- Provides regular project/status reports to supervisor
- Attends department meetings and staff training
- Creates and organizes information from Google forms and RSVP links
- Serves as A.S. representative at campus and special events, as assigned

### **Knowledge, Skills and Abilities**

- Adept at or willing to learn software such as Constant Contact and Sammy App
- Proficient in Google and Microsoft products/programs
- Excellent deadline-driven time management skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Able to produce creative thoughts and new ideas
- Able to manage multiple priorities
- Able to operate printers and copier machines
- Requires patience and confidence when working with contacts

### **Work Environment, Hours and Physical Demands**

- This job operates in an office environment and routinely uses standard office equipment.
- Part-time work hours are Monday through Friday, between 8:00 AM and 5:00 PM.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or marketing products or supplies, up to 40 pounds.
- Must be able to work in a team environment.

### **Required or Preferred Education and Experience**

- Must be a current SJSU student, preferably with at least one academic year remaining before graduation
- 1+ year experience in marketing, public relations, or related field preferred
- Concentration in Journalism, Advertising, Communications, Public Relations or Marketing preferred
- Experience working with teams and managing multiple projects
- Experience in writing a plus

### **Notes to Applicants**

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

### **Equal Employment Statement**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color,

religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self disclose.

**Applications**

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

**Deadline**

The position will remain open until filled.

Click [here](#) to apply!