

University Marketing Department

**Nature of work**:

The Marketing Assistant will support and report to the Marketing Manager of Undergraduate Programs.

**Typical Duties**: (Illustrative Only)

* Maintain online project management system for recording of project details
* Maintain project schedule on daily basis
* Traffic projects within internal department
* Communicate project deadlines to internal team members
* Assist with market and industry research efforts
* Administer various projects on as-needed basis
* Proof content of numerous projects

**Knowledge, Skills, and Abilities:**

* Excellent interpersonal skills
* Strong organizational skills
* Desire to collaborate
* Great attention to detail
* Follow written and verbal instructions
* Communicate effectively verbally and in writing
* Establish and maintain positive relationships with coworkers

**Minimum qualifications:**

* Be enrolled at NAU at least 12 units while working towards a B.S. in Business or B.A. in Communications
* Be available Monday – Friday for a minimum of 3 consecutive hours per day during regular office hours (8:00am – 5:00pm). Exact schedule TBD. Maximum 20 hours total per week.
* Knowledge of MS Outlook, MS Office (Word, Excel)

**Location:**

USB, Building #90, second floor south

**Pay:**

$9 per hour

Northern Arizona University Marketing is drug-free, crime-free workplace committed to building a strong, unified brand through the use of university-wide support services, guidelines, processes, and policies. The Marketing Assistant will be required to electronically record their hours on a daily basis and have their hours approved in writing by their manager on a bi-weekly basis.