Marketing Assistant, Student Union & Event Services

JOB SUMMARY:

Student Union & Event Services is comprised of the following functions: Student Union and Conference Housing Operations, Event Services and Sales & Business Operations. SUES is a pivotal operation to UNLV by serving more than two million guests annually in the Student Union and hosting more than 35,000 events in Student Affairs spaces. Under the direction of the Assistant Director for Sales & Business Operations, the Marketing Assistant is responsible for creating and maintaining all marketing collateral for SUES.

DUTIES AND RESPONSIBILITIES:

- Maintaining the SUES marketing packet
- Create all fliers, tables and other print materials needed for daily operations
- Management of the SUES e-newsletter
- Create and maintain all forms
- Create and prepare all tradeshown materials
- Create mailers for clients
- Maintain SUES social media sites
- Assist in maintaining the SUES website
- Create all digital advertisements needed for daily operations
- Maintain a consistent SUES brand in all designs
- Create annual advertisements for any print publications as needed
- Work with Event Coordinators to create any print materials needed by clients
- Must have a working knowledge of Creative Suite 5, Publisher, Word, Access and Excel
- Ability to work independently and meet deadlines
- Prep files to print with proper formatting

Minimum qualifications: Ability to perform all duties and responsibilities as outlined above. Must be enrolled in six or more credit hours, be sophomore or above and maintain a cumulative GPA of 2.25 or higher and a semester GPA of 2.0 or higher. Marketing Assistant will be able to come away with such skills as: attention to detail; accuracy; understanding of design standards; organizational and team skills; logistical and spatial planning; and time management skills.

Salary: $8.75/hour
Estimated Hours of Work Per Week: 20
Contact Person: Suzi Schnell, Assistant Director, Sales & Business Operations
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