Math Bridge
Marketing and Communications Concierge

Role of the position: The Math Bridge Marketing and Communications concierge will play a key role in setting up the Math Bridge Program in the Learning Support Unit. The Math Bridge Program is for UNLV students who place into preparatory math courses; it's a free opportunity for them to refresh their math skills on an online platform with live tutorial support with the goal of testing into their gateway math course. The primary responsibilities of this position will be to process student applications, market the program, communicate with the UNLV campus and Las Vegas community, and assist with other program logistics.

Minimum Qualifications:
- Must be fully admitted to any degree-seeking program at UNLV
- Maintain good academic standing, at least a 2.75 GPA
- Have strong communication and presentation skills
- Be able to build rapport with students and staff
- Computer skills working with excel spreadsheets
- Be able to refer students to appropriate resources
- Be sensitive to the varied needs of a diverse student body
- Be a team player and have a positive attitude
- Be able to work with diverse co-workers and students

Preferred Qualifications:
- 3.0 GPA or higher
- Exceptional written and oral communication skills

Responsibilities:
- Attend once a week meeting – determined based on schedule
- Maintain 15-20 hours/week with majority of those hours assigned to specific Math Bridge tasks
- Process math bridge applications
- Correspond with applicants and prospective students
- Monitor general inquiries in the ASC Bridge email
- Create marketing materials such as flyers, FAQ sheets, etc.
- Attend New Student Orientation to market and sign students up for the program
- Occasional presentations to the campus and community about Math Bridge
- Prepare all program materials
- Projects as assigned
- Some evening and weekend responsibilities required

Dates of the Position:
- 5/13/2019 – 8/16/2019

How to Apply:
- Submit the following documents in one packet to Kayla Wright via email to kayla.wright@unlv.edu:
  o A resume
  o A cover letter detailing reasons why this position is of interest
- All applicants will be notified if they are selected for an interview