

Job Title: Marketing & Communications Student Coordinator
Department: Center for Student Leadership, Ethics & Public Service
Term: September 12, 2016 – May 19, 2017
Hours: approximately 5 hrs per week
Compensation: \$10 per hour

Center for Student Leadership, Ethics, & Public Service

The Center for Student Leadership, Ethics & Public Service provides unique learning opportunities that embody the value of leadership, service, responsible citizenship, and ethics. The Center offers leadership development opportunities and service initiatives focused on local and global social justice issues. Through our programming, support, and engagement with the community, we strive to help students become ethical and effective leaders and engaged citizens.

Primary Functions of Position

The Marketing & Communications Student Coordinator will serve as a member of the Center for Student Leadership, Ethics, & Public Service staff and will support the various programmatic efforts within CSLEPS and will serve as a representative at programs/events as needed. This position will also assist with program coordination and development within CSLEPS and in partnership with campus & community stakeholders primarily through traditional and nontraditional marketing and communication strategies.

Duties & Responsibilities

- Create dynamic content for the CSLEPS website and social media accounts to engage multiple audiences that include students, staff, faculty, alumni, and members of the community.
- Develop and create an "Alumni & Friends" newsletter that will be distributed twice semesterly, and once during the summer.
- Develop language and content to be included in the CSLEPS Newsletter
- Responsible for promptly responding to message through social media accounts and the general CSLEPS-Office email account
- Utilize Constant Contact to create email marketing campaigns to effectively engage newsletter subscribers
- Reliable when meeting deadlines and expectations

Qualifications & Skills

- Have demonstrated experience using social media technologies and third-party tools to create, schedule, and deliver posts and content
- Have excellent written and oral communication skills and understand the value of tone and voice in creating content
- Have demonstrated experience of developing content and updating website; wordpress experience preferred
- Students with design experience in Photoshop and Illustrator are also preferred, but not required
- Current undergraduate student in good standing; only undergraduate students will be considered
- Must be available to work approximate 5 hours per week during M-F 8:30am – 5:00pm, select evening and weekend availability may be needed to assist with projects
- Passion for leadership and service; Commitment to actively engage in dialogue about current issues leaders are facing
- Enthusiastically and professionally engage with students, families, staff, faculty, and community partners
- Creative, innovative, and desire to learn
- Ability to demonstrate initiative and the ability to work both independently and collaboratively
-

Additional Information

The Center for Student Leadership, Ethics & Public Service is committed to the continuous growth and develop of students. Full-time staff will provide intentional opportunities for Intern to gain experience and growth in the following areas:

- Group problem-solving and decision-making through shared leadership and collaboration
- Development of self-efficacy for leadership
- Awareness and understanding of various leadership styles and approaches
- Leadership skill development, including ethical reasoning and decision-making, oral and written communication skills, critical thinking, goal setting & visioning, motivation, and creativity
- Organizational planning, communication, and development

How to Apply

Visit <https://csleps.dasa.ncsu.edu/leadership-employment-opportunities/> to submit your application.

Application will close on Monday, August 29th by 8:00am