General Description

The Program Assistant for Publications – Traffic Coordinator is a student staff member in the Office of Student Development, directly supervised by the Division of Student Affairs Director. The Traffic Coordinator Program Assistant is responsible for managing project coordination with the Student Affairs Communications Graduate Assistant, the Program Assistants for Publications, the Program Assistant for Late Night Publications, and the Program Assistant for Web & Multimedia Content. Additional duties include development of marketing strategies, weekly consulting hours with student organization representatives, and managing traffic flow of the large format printer.

As a staff member with the Office of Student Development, the Program Assistant for Publications – Traffic Coordinator will also be expected to contribute to the implementation of the Office of Student Development Vision Statement, to value and empower fellow students, and to assist with various duties (copying, filing, answering phones, etc.) in the Center For Leadership, Service, and Involvement (CLSI) and/or the Office of Student Development when needed. Members of the CLSI Team perform their work in a highly collaborative environment and should expect to work closely with student and professional staff to complete the responsibilities listed below.

Specific Responsibilities

• Manage the flow of print and web development projects for the Office of Student Development
• Assist with development of marketing strategies
• Work with student organizations to assist with their marketing efforts (convey posting policies, explain available resources, etc.)
• Maintain weekly consulting hours for student organizations
• Provide training for CLSI staff members on marketing plans and project management

Qualifications

• Good standing with the University (both academic and disciplinary)
• Ability to collaborate effectively as a member of a team
• Ability to work independently and accept individual responsibility for projects or assignments
• Organized, responsible, and detail oriented
• Strong written communication skills
• Creative and resourceful
• Ability to effectively represent the Office of Student Development to student organizations, campus departments, and outside vendors
• Macintosh computer skills and experience in Microsoft Word, Adobe PageMaker, Adobe Creative Suite, and other desktop publishing software
• Previous graphic design experience (paid or volunteer)

Remuneration

• Approximately 10-15 hours per week
• $8.60 per hour

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