



Communications Coordinator

Marketing and Communications

Spring 2024

Duties/Responsibilities:

- Assist in the creation and distribution of the weekly email events newsletter and other newsletters as necessary.
- Collaborate with team members to gather content and ensure accurate and timely delivery of newsletters.
- Support the writing and editing of various marketing materials for print and web.
- Gather content and aid in writing and editing for email, website, and social media campaigns that support enrollment marketing.
- Assist with administrative tasks as needed to support the Marketing and Communications team.

Qualifications:

- Strong written and verbal communication skills.
- Detail-oriented with excellent organizational skills.
- Ability to work independently and as part of a team.
- Proficiency in Google Suite and familiarity with email marketing platforms (e.g., Mailchimp) is a plus.
- Familiarity with website editing a plus.
- Interest in marketing, communications, and higher education.

Start date: Sept. 3, 2024

End date: December 6, 2024

Work Schedule: Determined based on availability

Hours Per Week: Up to 10 hours per week

Starting pay rate: 17.28 per hour

Work Award: Yes

To apply, please submit student employment [application](#) to kpearson@oxy.edu

