Howard Community College Job Description

Job Number:	INTERNSHIP
Job Title:	SPB Promotions and Outreach Coordinator
Department Name:	Student Life
Supervisor Name:	Clinton Neill
Supervisor Phone #:	4766
Supervisor Email:	cneill@howardcc.edu
Employer Address:	SA 200
Location Student Will Work *(If Different from Above):*	On-Campus

Job Description and Responsibilities *(include job purpose)*:	The Promotions and Outreach Coordinator: • Creates marketing materials for SPB events including but not limited to, haps cards, flyers, posters, electronic sign messages • Works with the Student Life Social Media Assistant on all virtual promotion including, but not limited to, Twitter, Facebook, and Instagram • Updates the glass cases with SPB materials • Takes pictures and videos at SPB events and meetings • Assists with recruits and training all volunteers • Assigns volunteer duties at each event • Attends SPB meetings to inform SPB volunteers about upcoming volunteer opportunities and to distribute marketing and promotional materials • Prepares meeting and event sign in sheets for all volunteers • Maintains a record of all volunteer hours • Coordinates volunteer recognition initiatives and presents SPB awards at the HCC Awards Banquet • Coordinates all outreach tables including, but not limited to, Club Rush, Campus Carnival, and Resource Fair • Attends SPB staff meetings with advisor and assists with SPB events • Works with the Associate Director of Student Life to stay up to date about the college requirements for promotion • Assists the Office of Student Life Staff with various projects, presentations, assignments, and events such as New Student Orientation (fall & spring), Welcome Week (fall & spring) and open houses • Collaborates with other Student Life student leaders on special projects • Other duties and responsibilities as assigned Each coordinator has their specific duties, but all contribute to the programs and events being successful. The purpose of this position is to provide high quality graphic design, marketing, promotional, and social media assistance for the Office of Student Life.

Qualifications / Experience Required:	Self-starter with excellent attention to detail, creative thinker with experience designing flyers and promotional materials, graphic design skills and knowledge of graphic design programs (including Canva, Adobe Photoshop, Adobe Illustrator, and other design software), strong organizational and follow-up skills, excellent customer service skills, good oral and written communication skills, punctuality and dependability, and ability to use Microsoft applications (including Publisher, Excel, Word, and PowerPoint) and Google Apps. Knowledge of various Social Media platforms (Facebook, Instagram, Twitter, etc.). The following majors will be considered: Business Administration, Communication, English, Gaming and Simulation Design, General Studies, Humanities, Visual Arts, and Web Development.

Internship Pay Rate	$13.50