



CSU HEALTH NETWORK

COLORADO STATE UNIVERSITY

Marketing and Multimedia Student Assistant

Position Description

The Marketing and Multimedia Student Assistant assists with the marketing and communications efforts of the CSU Health Network, including events, website, social media, digital screens, campus health campaigns, and other promotional outreach efforts. The position will be based in the new on-campus CSU Health and Medical Center.

Major Responsibilities:

- Assist with the planning and development of marketing and communications campaigns for the CSU Health Network
- Represent CSU Health Network at campus resource fairs, orientation activities, and special events
- Assist with CSU Health Network social media efforts, including Facebook, Twitter and Instagram
- Update content on the CSU Health Network electronic display screens (training provided)
- Update content on the CSU Health Network website
- Assist with photography and videography needs for CSU Health Network events and programs
- Assist with distribution of marketing and communications materials
- Oversee Student Health 101 monthly publishing and distribution
- Assist with CSU Health Network internal employee communications efforts
- Perform other duties as assigned by Associate Director of Communications

Reporting Structure:

Marketing and Multimedia Student Assistant will report to Associate Director of Communications.

Position Qualifications:

Minimum

- Experience using social media for a professional brand or organization
- Experience with website content management
- Demonstrate the ability to work effectively both individually and on a team while maintaining a positive attitude
- Demonstrate the ability to work in a changing environment and learn new information and processes quickly
- Strong communication and interpersonal skills
- Commitment to working with diverse populations, identities, and experiences
- Excellent organizational skills, effective multi-tasking and detail oriented
- Ability to commit a minimum of 12 hours per week to this position

Preferred

- Experience with Adobe Creative Suite (Illustrator, InDesign, Photoshop)
- Experience with Wordpress
- Experience with photography and videography
- Interest in healthcare marketing and public health communications

Job Type:

Student work-study or student hourly

Hours Per Week:

12-15 hours/week

Flexible shifts available between 8:00 am – 5:00 pm, Monday-Friday

Hourly Rate:

\$10.00/hour

Start Date:

August 2017

Timeframe:

Ongoing – Fall/Spring semesters & Summer

Contact:

Kate Hagdorn, Associate Director of Communications

CSU Health Network

kate.hagdorn@colostate.edu

(970) 491-1088

Application Instructions:

Submit cover letter, resume and minimum of three (3) work samples by email to

kate.hagdorn@colostate.edu.

Application Deadline:

Monday, July 31st at 5:00 pm

About CSU Health Network:

CSU Health Network is committed to the care of body and mind for all students at Colorado State University. All CSU students have full access to the wide range of medical, counseling, and health education and prevention services provided by CSU Health Network, regardless of their insurance plan. As every student's on-campus home for health and well-being, CSU Health Network is active in creating a healthy campus environment to support learning and success. All CSU Health Network services are conveniently located on-campus at the CSU Health and Medical Center at 151 West Lake Street. For more information, visit health.colostate.edu.

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