**Posting Details**

[Return to Search Results](https://jobs.oregonstate.edu/applicants/Central?delegateParameter=applicantPostingSearchDelegate&actionParameter=returnToSearchResults&windowTimestamp=PA_1452287286649)

View Printer Friendly Version[Printer-Friendly Version](https://jobs.oregonstate.edu/applicants/Central?delegateParameter=applicantPostingSearchDelegate&actionParameter=printerFriendlyJobDetails&windowTimestamp=PA_1452287286649)

Warning Applicants for this position must apply with the department directly. See instructions for applying outlined in the job details.

**Position Information**

Position Title

Student Clerical

Job Title

Event and Marketing Support Assistant

This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.

No

Appointment Type

Student Employee

Job Location

Corvallis

Department

College of Business Dept 271000 BUS

Position Summary

This recruitment will be used to fill one part-time (up to 12 hours per week) Student Clerical (Event and Marketing Support Assistant) position for the Communications and Marketing Department in the College of Business at Oregon State University. Our team's mission is to build a positive image for the College both internally and externally. This position will last through the current academic year with the possibility of renewal for the 2016-2017 academic year.

Position Duties

40% Event support duties include but not limited to assisting with event setup (this includes placing equipment such as tables, chairs, linens and signage, as well as helping with basic A/V setup); takedown of events, which includes taking out garbage, moving equipment, wiping down surfaces (tables, desks, equipment) and vacuuming; building event folders and organizing event records.   
  
30% General office responsibilities including but not limited to scanning, filing, copying, word processing and organization of event and office inventory.   
  
20% Marketing duties include printing and delivering marketing materials throughout Austin Hall and on campus by foot; checking and maintaining relevance of postings on the Austin Hall poster boards.   
  
10% Other duties as assigned.

Position Duties (continued):

Working Conditions/Work Schedule:

Flexible schedule during the work week, between the hours of 8am ? 5pm. Some weekend and evening hours may be required.   
  
Will be required to maneuver up to 60 pounds of weight including boxes, furniture and other event equipment. Will use a hand truck/cart to move heavy objects.

Minimum/Required Qualifications

[Minimum Enrollment Requirements](http://oregonstate.edu/dept/fa/manuals/stu/506/)   
  
Event planning experience.   
A basic understanding of branding campaigns.   
Working knowledge of Microsoft Suite.   
Extreme attention to detail.   
Able to communicate effectively with internal/external clients, supervisors and co-workers.   
Dependable, courteous, and have excellent communication skills both written and verbal.   
High level of energy to work in fast-paced, deadline driven environment.   
Excellent customer service skills, problem solving skills, and organizational skills.

Preferred (Special) Qualifications

Previous office and sales/customer service experience.   
  
A demonstrable commitment to promoting and enhancing diversity.

Scholarly Outcomes for Position (academic faculty only)

Indicate how you intend to recruit for this search:

Competitive / Student - open to ALL qualified/eligible students

Posting Date

01-08-2016

For Full Consideration Date

Closing Date

01-25-2016

Recommended Full-Time Salary Range

$10.00/ hour

A demonstrable commitment to promoting and enhancing diversity is:

A preferred qualification

**Special Instructions to Applicants**

Please submit your resume and cover letter (indicating how your qualifications and experience have prepared you for this position) directly to Elsa Curtis at Elsa.Curtis@oregonstate.edu.

Posting Number

0016966

Quicklink for Posting

jobs.oregonstate.edu/applicants/Central?quickFind=69376