

# PROMOTIONS OFFICE

**Organization Name:** Promotions Office within Student Affairs Marketing (in the Division of Student Affairs)

**Job Title:** Campus Posting Assistant

**Reports to:** Creative Services & Production Manager, Promotions Office Project Manager

**Job Objective:** Responsible for posting posters to campus bulletin boards and assisting with miscellaneous office management tasks.

Responsibilities:

- Stamp posters for approval and sort them to be posted
- Post on Allendale campus posting boards
- Bring posters to the Allendale Housing Office to be distributed in Living Centers
- Remove posters that are past their event date or don't have an approval stamp
- Clean posting boards and remove pins and staples
- Maintain the Creation Station and restock supplies weekly
- Help with various administrative office tasks

Required qualifications:

- Must be a current GVSU student enrolled in at least 6 credits
- Must have [Federal Work Study](#)
- Available to work 6-8 hours weekly
- Able to walk a few miles weekly and carry posters around campus
- Strong attention to detail and organizational skills
- Reliable and punctual

**Compensation:** Starts as a level 3A (based on the [GVSU Student Wage Rate Chart](#)) and increases each semester based on time in the position.

**Description of organization:** The Promotions Office is a student-powered creative agency that provides design, print, video, photo and digital marketing services for clients (on campus) which educate, inform, and inspire the campus community. We are a part of Student Affairs Marketing within the Division of Student Affairs.

**How to apply:** Deadlines and information about applying for this position can be found online at: <http://gvsu.edu/promotions/apply>

