

**Organization Name:** Promotions Office  
**Job Title:** Office Assistant  
**Reports to:** Promotions Office Project Manager

# PROMOTIONS OFFICE

## How to Apply:

To apply for this position, Online application for this position is available at [gvsu.edu/promotions/apply](https://gvsu.edu/promotions/apply).

**Job Objective:** Supports the Promotions Office through front desk management, administrative tasks, and campus posting.

## Responsibilities:

### *Campus Posting (50% of position)*

- Stamp posters for approval and sort them to be posted
- Post on Allendale campus posting boards bi-weekly
- Bring posters to the Allendale Housing Office bi-weekly 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

### *Front Desk/Administrative (50% of position)*

- Staff the Promotions Office front desk and provide high-quality customer service (i.e. answer the phone, assist walk-in clients, respond to emails)
- Assist in managing and organizing our client project pick-up shelf
- Organize and maintain office supplies and project materials
- Deliver completed projects to clients when necessary and pick up projects from Copy Center
- Other duties as assigned

## Required qualifications:

- Must be a current GVSU student enrolled in at least 6 credits and have federal work-study
- Must be available to work 8-10 hours per week during fall/winter semesters
- Able to walk a few miles weekly and carry posters around campus in a variety of weather conditions
- Strong attention to detail and organizational skills
- Reliable and punctual

## Preferred qualifications:

- Available to work outside normal office hours, including weekends if needed
- Can work two non-consecutive days (like Mon./Wed. or Tue./Fri.)

**Compensation:** Compensation starts at \$12.25/hr (as of January 2025) with merit-based increases available on a semester basis.

**Description of organization:** The Promotions Office is made up of a handful of talented and motivated young professionals who believe that being actively involved in the campus community (outside of the classroom) will benefit students' growth as individuals. Through our work we seek to create content which informs, educates, and inspires the GVSU community.

Our clients include offices, departments, and student organizations from across the university. We produce a wide range of promotional materials in various mediums including print, video, photo, as well as provide a handful of other services.