



Marketing and Awareness Student Worker Job Description

The Peer Education Marketing and Awareness Student Worker brings awareness to our services in a variety of ways. This individual does not provide academic support.

Required Qualifications

- Overall GPA of 2.25 or higher
- Excellent Organizational Skills
- Excellent Communication Skills
- Ability to Work 13-19.5 hours each week

Preferred Qualifications

- A working knowledge of marketing, Microsoft SharePoint, or Canva design is not required as this individual will be trained. However, if candidates possess these skills, this will be taken into consideration throughout the hiring process.

Responsibilities Associated with the Peer Education Marketing and Awareness Student Worker Include:

- Distributes marketing materials through a variety of channels for Peer Education and all associated events.
- Maintains current information on the Peer Education Microsoft SharePoint page. The SharePoint page is updated weekly with announcements, peer educator of the month information, upcoming event information, and more.
- Assists the Peer Educator Leadership Team, as needed, with awareness event-related tasks, such as event preparation and event implementation.
- Use Canva (training provided) to create flyers and social media posts. This individual will not be responsible for creating all departmental flyers.
- Fulfill office hours in the Math & Science Learning Center and the Supplemental Instruction and Financial Fitness Learning Center. During this time, you will fulfill the above mentioned duties while greeting and swiping students in who are receiving peer education services.
- Model appropriate professional attitudes and behaviors toward others

Time Commitment: Students may work up to 19.5 hours or less each week

Associated Benefits:

- Flexible Hours
- Earn \$7.25/hour (**\$9.25/hr beginning in July**)
- Build Your Resume
- Connect with Fellow Roadrunners
- Potential for Earning Letters of Recommendation for Grad School and Future Employment