**Publicity Worker/ Public Relations Media Assistant**

Publicity Worker/Public Relations Media Assistant, under limited supervision, duties may include, but are not limited to:

* Helping with the management and outreach of the program through the use of social media platforms and communications.
* Design and/or distribute posters, pamphlets, fliers, programs, photos and/or videos
* Prepare materials for and/or update website
* Assist with event coordination
* Performs other related duties as assigned or required.

Option 1: SAIL Marketing Visual Arts Assistant: Insert language

This position will report to the Campus Life unit and will be responsible for helping advance the vision and direction of Student Activities, Involvement & Leadership (SAIL) through design, marketing, and public relations. Through SAIL programming we assist students with finding engaging opportunities on campus, including campus traditions (e.g., NeighborFest), leadership programming (e.g., conferences and workshops), student organization programming (e.g., organization fairs), and more!

Option 2: Eagle Entertainment Programming Marketing and Visual Arts Assistant: insert language

This position will report to the Campus Life Office and will be responsible for helping advance the vision and direction of Eagle Entertainment through design, marketing, and public relations. Through Eagle Entertainment programming we assist students with finding engaging opportunities on campus. Programming can vary from small scale events to large scale and can vary from lectures, to performances, to interactive experiences. Marketing and promotion material will be created for events and to promote Eagle Entertainment as an entity.

This position will report to *SAIL* and (If Option 1 selected) *Assistant Director for Student Organizations and Leadership programs* (If Option 2 selected)  *Assistant Director for Student Engagement*

This position will work a max of 19 hours per week depending on workload. The work week will consist of Monday through Friday and may also include some evenings and weekends.

**Required Qualifications**

Applicants must be very familiar with most social media platforms and their various abilities.

Applicants must have strong organizational skills, documentation skills, and computer skills including experience with Word, Excel, and GoogleDrive

Applicants must be task oriented, dependable, and good with time management

Applicants must be outgoing, flexible, reliable, detail oriented, self-directed, willing to ask questions, and have great customer service skills

Applicant must be able to work with others, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicant must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Preferred Qualifications**

Strongly preferred introductory level knowledge of Adobe Photoshop, InDesign, and Illustrator

Introductory level skills in photography and videography

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated against COVID-19 before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range B**