**Marketing Specialist Job Description**

**General Duties:**

* Presents a positive and professional image of the university at all times.
* Assists Program Coordinator in creating parking brochures, posters, and other promotional material.
* Works with other departments in creating parking brochures, posters, and other promotional material.
* Understands parking policies in order to review rules and regulations for accuracy.
* Reviews website for accuracy and suggests changes.
* Maintains marketing schedule planner.
* Other duties as assigned.

**Minimum Requirements:**

* Exhibits a positive and professional attitude.
* Experienced in the use of Adobe Suites such as InDesign, Illustrator, and Photoshop.
* Skilled in English composition, grammar, spelling, and punctuation.
* Demonstrated excellent written and verbal communication skills.
* Ability to effectively prioritize work and manage time with attention to details.
* Ability to multi task, work independently, and problem solve in a fast-paced and hectic work environment.
* Experienced in meeting multiple deadlines under time pressure.
* Demonstrated excellent customer service skills.
* Ability to work effectively with people from a variety of culturally diverse backgrounds.
* Demonstrated team player.
* Flexible with schedule.

**Mandatory Events:**

* Beginning of the semester trainings (held in August and January)
* Commencement (held in December and May)