



MARKETING ASSISTANT JOB DESCRIPTION

JOB DUTIES:

The Marketing Assistant will assist Student Housing Marketing and Communications Coordinator in their primary and administrative needs. Specific duties may include:

- Assist with developing content and management of Student Housing social media accounts
- Assist with developing marketing strategies
- Assist with development and distribution of marketing materials
- Assist with organizing focus groups and other events
- Conduct tour of Student Housing facilities to prospective residents and their families
- Other duties may be assigned as determined by departmental needs

ELIGIBILITY REQUIREMENTS:

- Currently enrolled at CSUN with a minimum of 12 undergraduate units or 8 graduate units
- CSUN Student Housing resident
- Minimum GPA of 2.5
- Ability to communicate with current and prospective residents via phone, email or in person
- Adobe Creative Cloud and design app is a plus
- Photography and video development experience is a plus
- Marketing majors are preferred

HOURS:

- Part-time position / Up to 20 hours per week Monday through Friday 8:00 a.m. –5:00 p.m. (schedule to be determined at later date)
- Some evening hours may be added to attend Housing Events
- Additional hours may be added on selected Saturdays

WAGE:

- \$12 per hour

APPLY:

- Application can be found [here](#).
- Submit completed application to the Student Housing Office in Building 22, Monday-Friday 8:00 a.m. – 5:00 p.m. or email to housingmarketing@csun.edu

Student Housing
California State University, Northridge
Phone: (818) 677-2160
Fax: (818) 677-4888
Email: student.housing@csun.edu