Marketing Coordinator

General Description:
Working with the assistant director for resident services, the marketing coordinator will bring fresh, creative ideas along with solid writing, graphic-design, and photography/videography skills to help us communicate more effectively with our residents. This job can be a great resume/portfolio builder.

Responsibilities:

- **Help develop/edit departmental marketing materials** for open houses and student visit days.
- **Photography**: Take publication-worthy photographs and video using your camera or ours.
- **Writing**: Assist with content/editing of departmental publications and website.
- **Video projects**: Write, shoot, and edit video for our website (using your equipment or ours).
- **Other duties as assigned**.

Job Requirements:

- ✔ Strong photography, videography, and graphic design skills
- ✔ Strong written and verbal communication skills
- ✔ Demonstrated ability to provide accurate, timely work
- ✔ Demonstrated ability to work independently
- ✔ Ability to work under tight deadlines
- ✔ Two employment references
- ✔ Experience living on campus at UVM desired

**Hours and pay**: Flexible hours and work schedule. Pay range is $10-$15/hour, commensurate with experience. This job can be on wages, workstudy, or a combination of both.

**To apply**: Email letter of interest, resume and two samples of your best work to Carol.Ploof@uvm.edu.