

Job Description
Student Employment Offices
College of Saint Benedict
Saint John's University

Job Title: Student Assistant-Marketing and Office Management

Department/Agency: Saint John's Outdoor University

Wage: Level 1

Categories: Community Service

Length of Position: Summer and/or Academic year

Function/Description of the Position: To assist in the implementation of Outdoor University programs and Abbey Arboretum land management. Saint John's Outdoor University provides environmental education to thousands of preK-12 students, CSB/SJU students, and the community through a variety of programs. This position will help market programs to the customers and manage the day-to-day operations needed to deliver the programs. The position requires attention to detail and high organizational skills. The position offers the student valuable knowledge about the environment, creative thinking opportunities, marketing experience, and the opportunity to organize. Ultimately, the position requires respect for the natural world that must be shared with others.

Duties & Responsibilities:

- Creating posters, mailings, flyers, and e-mails for upcoming Outdoor University programs.
- Posting, tracking and acknowledging membership applications, renewals, and checks.
- Assisting with event logistics – before, during, and after events.
- Updating website, Facebook, Twitter, Instagram, and other online resources.
- Responding to phone and e-mail inquiries.
- General office support (e.g., filing, mailings, duplicating, etc.)
- Some limited field duties may also be requested.

Minimum Qualifications to perform the duties of the position:

- Must be reliable, trustworthy, and able to work independently as well as with others especially as the point of first contact.
- Must be detail-oriented and have the ability to organize surroundings and effectively support colleagues.
- Computer experience. (Preference given to applicants with Microsoft Office, Adobe Photoshop, and website building software experience.)
- Strong written and verbal communication skills needed.
- Should appreciate and have a strong desire to learn more about the natural environment.
- ***Student eligibility for Federal funds is preferred*** (contact the Financial Aid Office to determine your eligibility).

Work Schedule:

Academic Year: (10-12 hours/week: weekdays between 8:00 a.m. – 4:30 p.m.; occasional wknd)

Summer: 40 hours/week (8:00 a.m. – 4:30 p.m.)

Contact Person:

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