**PR/Marketing Coordinator Position Description**:

**Chief Objective**

To assist the Director of Marketing and Communications with communications media and advertising materials to effectively represent the organization’s services to the faculty, staff, students and campus community through coordinating schedule of projects, assisting in research, and marketing studies.

**Brief Description**

Coordinate the production of campaigns, annual events, and special project which includes drafting language for marketing material: posters, flyers, table tents, and banners. In addition, draft press release, articles and newsletter to communicate organizational new goods and services to the campus community. Assist in gathering information for drafting PowerPoint and Word pitches in response to tight-deadline requests. Provide marketing support to the Director of Marketing and Communications by taking minutes at all marketing meetings, sending out emails, managing filing systems, marketing research, and increase awareness of units through electronic media and social networking. Position pays **$11.40 per hour**. Work schedule is Monday through Friday 20 hours per week.

**Qualifications**

* Professional demeanor
* Project management skills
* Strong grammar and writing skills
* Detail-oriented
* Ability to think outside of the box while collaborating with a larger development team
* Work proficiently and effectively to meet deadlines
* Must be able to effectively communicate with staff and clients in an extremely timely manner
* Relevant work experience preferred

**Send resume to:**

Melvine Walker

Director of Marketing & Communications

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