29-Jun-2018

Marketing & Events Assistant (FWS Eligible)
Student Worker III
43055BR

Job Description

The Biodesign Institute is seeking a Marketing & Events Assistant to assist our Marketing and Communications team with internal and external communication, event planning and coordination, tracking and organizing, errands, digital display content, and monitoring. The student will receive experience in working in a fast-paced communications environment.

Student Recruitment Type
Student Hire Hourly

Department Name
Biodesign Communications

VP Code
KNOWLEDGE ENTERPRISE DEV

Campus/Location
Campus: Tempe

Full-Time/Part-Time
Part-Time

Scope of Search
Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range
$10.80 - $13.00 per hour; DOE

Close Date
11-July-2018

Essential Duties

- Assist with event planning, promotion (including distributing fliers), setup, logistics and tear down.
- Coordinate and give tours to student groups as well as escort caterers and other contractors
- Assemble visitor information packets; print and organize marketing collateral. Proofread and some writing.
- Inventory, restock and organize event and office supplies.
- Monitor public events mailbox and other request portals.
- Update marketing databases.
- Use PowerPoint templates to insert content and upload to digital signage player.
- Enter and analyze data of survey results and other analytics.

**Minimum Qualifications**

A significant amount of specialized training or experience is required.

**Desired Qualifications**

- Detail oriented and very organized.
- Ability to present to small groups of students, (between 5-20 people).
- Can work in a deadline-driven, team environment.
- Positive, helpful, can-do attitude.
- Resourceful, self-starter with good interpersonal skills.
- Some experience with planning and promoting events.
- Dependable and punctual.
- Proficient in typing and use of Microsoft Office software, including Word, Excel, and PowerPoint.

**Working Environment**

- Regular activities require the ability to manage multiple tasks at one time, to be able to prioritize tasks; to manage conflict; to interact in a team environment, and to communicate through verbal and written work.
- Activities are performed in an environmentally controlled office setting and laboratory subject to extended periods of sitting, keyboarding and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work.
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds.
- Regular activities require the ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.
May be required to wear personal protective equipment before entering laboratories such as lab coat, gloves, safety glasses, closed toe shoes, and respirator.

**Department Statement**

The Biodesign Institute addresses today's critical global challenges in healthcare, sustainability, and security by developing solutions inspired by natural systems and translating those solutions into commercially viable products and clinical practices.

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is **3:00PM** Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.
Only electronic applications are accepted for this position.