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| **Title of Position** | Marketing Assistant – Level 2 |
| **Department** | Marketing |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.00 Assist with the filing, sorting, organizing, retrieving and disposal of various documents

1.03 Prepare and/or complete basic documents, reports and/or presentations using Microsoft Office (Excel, Word, PowerPoint, Visio)

1.06 Assist with scheduling of meetings, special events and general office activities

1.08 Collect, compile, record and/or consolidate data/information (i.e. statistical purposes)

2.00 Contribute to the creation of visual and written content for digital media (blogs, social channels such as Facebook, Twitter, Instagram, LinkedIn)

2.02 Working with the College community, assist with the promotion of student and/or employee initiatives and/or awareness campaigns

2.07 Catalogue, categorize and/or assemble information, photos and other materials for college initiatives

2.10 Assist with the basic setup and teardown of college events/activities

2.12 Assist with fact checking and/or coordinating copy approvals/proofing

4.05 Conduct basic research

4.07 Update information on internal sites

**Qualifications**

* Current student of Fleming College
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* Proficient knowledge and experience with a variety of social media platforms
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Experience presenting and/or speaking in front of small or large groups
* Willing to share Fleming experience with Fleming social communities
* Ability to lift and move items that can weigh up to 30lbs