**Title of Position:** Marketing Assistant – Level 1

**Division/Department**: Marketing

**Job Duties**

Assists Marketing Coordinator with:

* Conducting basic web research
* Prepare reports or spreadsheets using Word or Excel
* Locate and compile information and format
* Create and Print mail merges; assemble mail packages and envelopes
* Manage e-mail and mail lists; verify and correct existing mailing lists
* Assist in creating new marketing material and in updating existing material

**Qualifications**

* Basic knowledge of marketing techniques and social media strategies
* Excellent oral communication and interpersonal skills
* Excellent writing and editing skills
* High level of organizational skills with the ability to multi-task
* Ability to work well independently
* Excellent time management skills
* Knowledge of College programs and services
* Knowledge of web, social media channels and Microsoft Office software (Excel, Word)

**Additional Information ie special equipment**

* Access to a computer and the internet
* Access to Microsoft Word and Excel