CAMPUS MARKETING/OUTREACH ASSISTANT
JOB #CCC722
$3,711 - $4,498 per Month
This is a classified position subject to a one-year probationary period.

DATE POSTED: November 25, 2014 100% Position, 12 MONTHS PER YEAR
CLOSING DATE: December 19, 2014
POSITION LOCATION: Cypress College – Campus Communications
SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m.; Monday through Friday
(Schedule and shift are subject to change in accordance with department needs).
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for planning, coordinating and performing a variety of marketing and outreach activities to promote interest in campus programs, services and events. Assist with the planning, development and implementation of campus marketing and outreach strategies; coordinate the campus master event calendar. Perform marketing and outreach activities to promote awareness of campus programs, services and events; provide assistance to support the marketing and outreach efforts of various campus departments and offices. Design, write, edit and prepare campus marketing and outreach materials for distribution to campus and local media, the public, colleges and universities. Attend various community and media events, as assigned, to represent the campus and promote campus programs and services; prepare and present oral presentations concerning the campus. Maintain an inventory of campus and program-specific promotional and marketing materials; order and track supplies and prepare purchase requisitions; assist in tracking budgets and expenditures. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: Associate Degree in journalism, marketing, public relations or related field AND sufficient training and experience to demonstrate the knowledge, skills and abilities listed below.

Ability to: To write, edit and prepare written marketing materials; communicate effectively, both orally and in writing; use a variety of computer software to perform functions such as word processing, desktop and website publishing; learn and use new and emerging technologies; analyze situations accurately and identify an effective course of action; plan, organize and prioritize work; meet schedules and timelines; work independently with little direction; understand and follow oral and written directions; establish and maintain effective working relationships with others.

Knowledge of: District organization, operations, policies and objectives; marketing and outreach strategies and techniques; correct English usage, grammar, spelling, punctuation, and vocabulary.

Licenses and other requirements: Position requires a valid California Driver's License. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0).

WORKING RELATIONSHIPS
The Campus Marketing/Outreach Assistant maintains frequent contact with various campus departments and personnel, faculty, students, media representatives, and the public.

Over
CAMPUS MARKETING/OUTREACH ASSISTANT - Continued

DESIRABLE QUALIFICATIONS
Familiarity with: Desktop publishing software, including Adobe Creative Suite, blogging tools, photographic and video equipment.

WORKING CONDITIONS
College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; driving to a variety of locations to attend or make arrangements for activities and events.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) DISTRICT CLASSIFIED APPLICATION REQUIRED
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2) Official/unofficial transcripts with degree posted:
   Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

3) Cover letter and resume addressing job qualifications and responsibilities:
   Cover letter and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.

4) Copy of valid Driver’s License:
   Must be submitted with application. Applications submitted without a copy of valid Driver’s License will be deemed incomplete and will not be considered.

The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC722, Campus Marketing/Outreach Assistant in all correspondence. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before December 19, 2014, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.