Marketing Coordinator

Job Code 50027202

General Description
Responsible for new project intake, client service requests, and coordinating other project activities.

Examples of Duties
Oversee the management of all work requests.
Provide customer consultation for job specifications, project production, estimation, and completion.
Prepare and/or supervise the completion of paperwork required to purchase printing and promotion services.
Participate in meetings and/or serve on committees with other university staff and/or faculty.
Perform special projects as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations.

Skill in: Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff; managing multiple projects at one time; communicating effectively and developing relationships with an integrated combination of face-to-face, phone and e-mail communication methods

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; prioritize own workload and readjust as needed; operate a computer and associated software

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements