Interim Marketing and Social Media Office Coordinator
Whittier College invites applications for an Interim Marketing and Social Media Office Coordinator in the Center for Career and Professional Development.

The Interim Marketing and Social Media Office Coordinator is responsible for general administration, student worker supervision and all marketing responsibilities including social media management for the Center for Career & Professional Development. Provides on-going support for the maintenance and outreach of the Internship Program and logistical coordination for all programs and events of the Center for Career & Professional Development.

DUTIES AND RESPONSIBILITIES:

1. Office Management
   - Oversee office budget by tracking expenses, handling reimbursements and checks from two budgets.
   - Assist with reconciling the operations budget monthly.
   - Keep copies of all reimbursements and organize the budget book including sub accounts.
   - Maintain the Petty Cash Box.
   - Manage and update the office calendar and event calendar.
   - Manage supplies and ordering for entire office.
   - Keep all updated policies and procedures available to staff.
   - Take minutes at all staff meetings, transcribe electronically and share electronically in a timely fashion.

2. Marketing and Social Media
   - Create and maintain all marketing materials to campus community and employers and follow a consistently paced release schedule.
   - Must have familiarity of Adobe Illustrator, InDesign, Publisher and Photoshop.
   - Regularly utilize “Red Hot Alert” for new jobs and internships to notify students of new opportunities via social media.
   - Provide notifications of highlighted jobs, internships and articles on Facebook fan page, Twitter, and all other social media sites connected with the Center for Career & Professional Development.
   - Track monthly social media analytics on Google Docs to determine reach and engagement and to gather information for the annual report.
   - Prepare a wide variety of promotional materials for all events, information sessions and workshops for Center for Career & Professional Development and update all electronics sites.
   - Communicate with students, faculty, staff, and administrators to update them about events and new employment/internship opportunities for students.
   - Develop new ways to outreach to college community.
   - Keep current on emerging trends in social media as applicable to the college student population.
   - Maintain website updates regarding content and layout.
   - Supervise and monitor student support staff.

3. Program and Event Support
   - Support maintenance of databases within career management systems with reviews, updates and additions to the current system.
   - Provide assistance to the Associate Director of Internships pertaining to various components of the internship cycle.
   - Provide logistical support for all events and programs.
   - Schedule all employer visits and provide logistical support.
   - Calendar events and reserve locations and parking for employers.
• In collaboration with the Assistant Director of Career Connections and Human Resources, contact public service organizations for work-study opportunities.
• Track events, workshops, presentations, fairs and information sessions and the number of students attended for annual report.
• Track student participation at all events and generate bi-yearly report of outreach.
• In conjunction with the Assistant Director of Career Connections, plan, coordinate and execute yearly fairs.

4. Student Staff Supervision
• Coordinate hiring, training, scheduling, evaluating, payroll and daily supervision of student staff.
• Delegate and oversee clerical work to student staff and oversee all exception funding procedures.

5. Video Production and Editing
• Develop a storyboard, film, produce and edit video content in order to produce engaging videos related to the Center for Career & Professional Development.
• Utilize Final Cut X and Camtasia for video editing.
• Must be familiar with audio, lighting, and establish various methods to archive footage or projects.
• Keep inventory and manage all video equipment.

SPECIFICATIONS AND REQUIREMENTS:
Previous Experience: Highly motivated independent worker with problem solving abilities essential. Excellent verbal and written skills. Ability to maintain professional demeanor with students, faculty, staff and employers. Ability to contribute to and participate in collaborative team-based projects. Ability to multi-task in fast-paced environment. Must possess engaging demeanor and exceptional follow-through capability. Needs to perform organizational tasks with efficiency and enjoyment. Must have proven ability to plan events and carry out associated logistical tasks. High level of competency in computer programs, including Microsoft Office Suite, Publisher, and Adobe Photoshop. Excellent data management skills, including bookkeeping, required. Competency in managing social media platforms such as Twitter, Facebook and Pinterest, required, as well as basic knowledge of graphic design. Experience supervising student workers and working in a college environment highly preferred. Good sense of humor and creativity are essential.

Knowledge and Education: require a Bachelor's degree in a closely related field and experience working in Higher Education is preferred

Salary Range: $15.25-$24.42 per hour

The position is based in Whittier, California. To be considered for this position, please submit your cover letter, resume and salary history to: whittierjobs@whittier.edu or mail to Whittier College, Attn: Human Resources Manager, 13406 E Philadelphia Street Whittier, CA 90608. AA/EOE.