Marketing/Communications Assistant
The University of Virginia's Engineering School seeks a part-time (20 hours/week) Marketing/Communications Assistant to perform a variety of administrative tasks, including creation and maintenance of mailing lists, distribution of School of Engineering and Applied Science (SEAS) promotional materials to a variety of recipients, tracking of media hits and other clerical tasks in support of the SEAS marketing/communications team.

The successful candidate will take a proactive approach to trouble shooting and problem solving and will be a team player with a positive attitude. The candidate will be responsible for various aspects of the marketing/communications process, from clerical tasks to assembling information packets for prospective students to cleaning and maintaining a variety of mailing databases and assisting with other projects as assigned.

The Marketing/Communications Assistant Will:

- Assist the marketing/communications team (Director of Marketing, Director of Communications and Senior Writer/Production Manager) with a variety of tasks as assigned.
- Track SEAS media coverage on a daily basis, and maintain an electronic record and a clip file with hard copies of each.
- Prepare and distribute marketing materials to key engineering constituents (including NextStep Magazine prospect packets requested online).
- Regularly distribute marketing materials throughout the Engineering School, ensuring all displays in Thornton Hall and in Fontaine are filled with most recent publications.
- Maintain responsibility for the “What’s Happening at SEAS?” bulletin board in Thornton Hall.
- Create, maintain, format and pull accurate mailing distribution lists, including various constituents available through the University’s Advance database, government contacts, engineering honorary organizations, engineering school deans nationwide, etc.
- Manage hard copy and electronic photo files and assist with setting up photo shoots
- Occasionally research items online or elsewhere in support of the marketing/communications team.
- Regularly participate in marketing/communications staff meetings.

Successful Candidates Will:

- Demonstrate strong organizational skills and an extraordinary attention to detail.
- Demonstrate excellent oral and written communication skills.
- Be able to prioritize and execute multiple tasks, often with tight deadlines, in a fast-paced environment.
• Be able to work independently with some supervision.
• Have a bachelor’s degree, with a background or interest in marketing/communications. *Exceptional experience as an administrative assistant or similar work history will be considered in lieu of a bachelor’s degree.*
• Have a thorough working knowledge of the following software:
  o Excel
  o Microsoft Word (including mail merge)
  o PowerPoint
  o University “BSR” software (strongly preferred)
    ▪ Advance
    ▪ Advance Reports
    ▪ Dispatch

**About the University of Virginia School of Engineering and Applied Science**

Founded in 1836, the University of Virginia School of Engineering and Applied Science combines research and educational opportunities at the undergraduate and graduate levels. Within the undergraduate programs, courses in engineering, ethics, mathematics, the sciences and the humanities are available to build a strong foundation for careers in engineering and other professions. Its abundant research opportunities complement the curriculum and educate young men and women to become thoughtful leaders in technology and society. At the graduate level, the Engineering School collaborates with the University’s highly ranked medical and business schools on interdisciplinary research projects and entrepreneurial initiatives. With a distinguished faculty and a student body of 2,000 undergraduates and 650 graduate students, the Engineering School offers an array of engineering disciplines, including cutting-edge research programs in computer and information science and engineering, bioengineering and nanotechnology. For more information, visit [www.seas.virginia.edu](http://www.seas.virginia.edu).

The University of Virginia Engineering Foundation is an equal opportunity employer.

**To Apply**

Submit cover letter and resume to:

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Director of Marketing  
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434.924.7508