

Aid Year	2014 Fall – 2015 Spring
Department	Academic and Student Affairs
Office Location	BLC, Academic and Student Affairs suite
Location of Student Work	BLC, Academic and Student Affairs suite
Job Title/Classification	Marketing assistant
Job Description	The marketing assistant will help the Vice President for Academic and Student Affairs plan, prepare, and produce marketing information.
Job Duties	The marketing assistant will help prepare press releases, take photos, review the college website, and conduct focus groups, as well as other duties assigned by the Vice President.
# of Students Needed	1
Hours/Work Schedule	10 hours per week/work schedule will be built around student's class schedule
Pay Rate	\$7.25/hr
General Qualifications (GPA, Class Standing, Major, etc)	Strong writing skills; some photography skills; creative; team player
Evaluation Schedule	Annually
Supervisor/Contact Person	Alan Jackson
Supervisor Email	jackson@hiwassee.edu
Supervisor Phone	423-420-1211
Supervisor Fax	423-420-1920