



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3030

Fax 860.253.3029

Office of Financial Aid Services

POSITION: **Marketing Internship**
Office of Workforce Development and Continuing Education
Part-Time (10 hours per week)

ANTICIPATED STARTING DATE: Fall 2021

PURPOSE: This position is primarily responsible for assisting the Marketing Committee with various marketing initiatives to support the college. The position will support the marketing committee with social media management, marketing correspondence and materials.

MINIMUM QUALIFICATIONS: Excellent organizational and project management skills with the ability to work independently and exercise discretion and judgment. Adept at using social media technologies: Twitter, Snapchat, Facebook, Instagram, and Hootsuite Proficient in Word, Excel, PowerPoint, and Publisher. Experience with Constant Contact or similar communication/messaging/ emailing software. Excellent writing and editing skills. Strong attention to detail

RESPONSIBILITIES: Under the direction of the Office of Workforce Development & Continuing Education staff this position will be responsible for, but not limited to, the following duties: Assist the Marketing Committee with updating communications and provide administrative support at Marketing Meetings. Provide support in social media management and implementation including monitor the process of all social media communications. Create and manage project plans for various marketing, communication, and event activities. Coordinate events and meetings by identifying, assembling, organizing, and delivering (to the venue) materials and other requirements; establishing contacts; developing schedules and assignments; managing mailing lists to ensure event success. Develop reporting tools for events; provide and organize post-event feedback and analysis to improve future events. Develop and maintain email lists for internal and external communications (Constant Contact). Work closely with the Business and Industry Coordinator on various marketing and communications projects and activities. Copy, compile, collate and distribute marketing materials as needed. Maintain files for graphic related projects. Perform other project duties as assigned.

MINIMUM SALARY: \$13.00/hour

TO APPLY: Submit letter of interest, resume, and the names of three references to the Financial Aid Services Office at as-finaid@acc.commmnet.edu.

APPLICATION DEADLINE: Until the position is filled.

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Notice of Non-discrimination:

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082. Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082