



JOB TITLE: Marketing Administration & Operations Coordinator
DEPARTMENT: Marketing
SUPERVISOR: Associate Vice President of Marketing & Communications
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

The Administrative & Operations Specialist supports the day to day activities of the Marketing department by providing leadership in planning, organizing, and controlling activities, tasks, and projects under the direction of the Associate Vice President of Marketing & Communications.

This position is primarily on campus with some remote work opportunities. Normal working hours will be 40 hours per week with a schedule established M-F between the hours of 8 am - 6 pm.

The pay range for this position is generally: \$40,000 - \$50,000 per year. Individual pay is generally determined by a number of factors including job-related skills, experience, internal equity, relevant education or training and location.

ESSENTIAL DUTIES

- Coordinates the Marketing's day-to-day business operations:
 - Oversees project management and ticketing system, including regular correspondence with staff and faculty;
 - Partners with University Business Office to ensure the department follows established regulations and guidelines;
 - Takes a leadership role in the implementation of appropriate business processes, policies, and procedures;
 - Oversees the processing, categorization, and recording of department transactions;
 - Maintains detailed and accurate files and records;
 - Proactively provides accurate and timely reporting to inform the Marketing leadership team, as needed;
- Manages the Marketing calendars and shared Google Drive and assists with scheduling meetings, photoshoots, and projects;
- Develops and maintains effective working relationships with Jessup's Business Office team, along with other key stakeholders across campus, and works with them to address Marketing needs:
 - Processes invoices and assists with budget management, including tracking expenditures by project;
- Establishes and maintains effective working relationships with internal and external vendors;
- Manages record keeping, meeting notes, action and follow-up items;
- Assists the director team and AVP with the execution of strategic initiatives;
- Adheres to Marketing branding standards in all communication;
- Contributes to a healthy team culture

- Assists with other duties as assigned by the Director of Associate Vice President of Marketing & Communications.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree in a job-related field or equivalent experience preferred.

REQUIRED KNOWLEDGE/EXPERIENCE:

- Minimum of two years of experience in a financial management, project management, or administrative support position;
- Understanding of project and fiscal management practices, including estimates and forecasts, budget planning and approvals, financial controls, accountability, development of policy, process, and procedure;
- Proficient in Microsoft Office, Google Suite, budgeting software, and expense report platforms
- Experience in higher education and familiarity with higher education practices preferred

SKILLS/ABILITIES:

- A strong and visible Christian faith;
- Organizational and time management skills;
- Flexibility;
- Exceptional attention to detail;
- Demonstrated high level of emotional intelligence, humility, and work ethic; ability to work with a diverse population of stakeholders.
- Ability to handle multiple projects in a fast-paced and busy environment;
- Demonstrated ability to program workflow and coordinate often complex schedules;
- Personal initiative to develop and provide recommendations, suggestions, or information as appropriate;
- Good judgment, a positive and diplomatic attitude, and good sense of humor are essential;
- Regularly exercises discretion and independent judgment with minimal supervision.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered university and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date