



## Student Position Job Announcement 2023 Handshake Job # 8157577

**Job Title:** Marketing and Business Assistant  
**Division:** Central Admin  
**Supervisor:** Marketing and Communications Specialist  
**Hours:** 3-6 per week  
**Compensation:** \$15.16 (level 2)

The University of Oregon's [Museum of Natural and Cultural History](#) (MNCH) enhances knowledge of Earth's environment and cultures, inspiring stewardship of our collective past, present, and future. MNCH is Oregon's primary repository for anthropological and paleontological collections.

### General Description:

The Museum of Natural and Cultural History Marketing and Business Services Student Position entails several duties and responsibilities. Student staff assists with keeping public information about the museum up-to-date and assists in the day-to-day business practices of the museum. This employee should have attention to accuracy and be interested in learning about museum marketing and the administrative flow of museum and UO financial and marketing processes. Students receive both on-site training to be successful in the position as well as offerings of additional professional development and growth opportunities throughout their tenure.

### Duties:

- Assist in updating digital calendars with museum events.
- On-campus poster distribution.
- Data analysis of marketing efforts; organize monthly analytics of museum digital presence.
- Use a museum vehicle to distribute posters to locations around Eugene and Springfield.
- Provide support in filing, processing, and reconciliation of museum business transactions.

### Specifics:

The hours vary weekly, 3-6 in total. The timing of shifts is flexible, but Tuesday and Thursday are preferred. Salary beginning at Level 2, UO work study position.

We recognize that the qualifications required to excel in this position can come from a range of both professional and lived experiences. Below we describe what we believe to be the most important qualifications for a candidate to have, and we are open to many different backgrounds and experiences that can lead people to develop these skill sets. We strongly encourage applications from anyone who feels passionate about the work and believes they have what it takes to thrive in this role.

### Qualifications:

- Current driver's license (or the ability to obtain one) required
- Strong attention to detail and accuracy
- Strong writing skills
- A willingness to receive on-site coaching and feedback

### Preferred Qualifications:

- Work Study preferred (not required)

### How to Apply:

Application accepted through the [Handshake](https://career.uoregon.edu/handshake) website (<https://career.uoregon.edu/handshake>). Submit a cover letter, résumé, and two professional references. Please include your current class schedule and indicate if you have federal work study or not. **Resume review is ongoing. Positions are open until filled. Start date: September 25, 2023**

**Questions?** Contact Lexie Briggs, Marketing and Communications Specialist. [lbriggs@uoregon.edu](mailto:lbriggs@uoregon.edu) 541-346-5083