

GSB Marketing & Communications Assistant Position Application

Mario J. Gabelli School of Business

Job Description:

The GSB Marketing & Communications Assistant will be responsible for helping to continue to grow GSB’s brand. The assistant will work collaboratively with Dean’s Office staff to help curate a bi-annual school newsletter. The assistant will be responsible for interviewing, writing, and creating content for the newsletter. Additionally, the assistant will work alongside other students to identify pertinent stories, maintain a timeline for publishing, and ensure accuracy. Student is required to be professional, dependable, and work well with all levels of management. The role of this position will prepare students to develop skills in marketing and communications.

This position will support the student academically and professionally by developing "hard" and "soft" transferable skills, including communication skills, interpersonal skills, analytic skills, and organizational skills (learning to balance multiple types of responsibilities with varying degrees of details, keeping track of and prioritizing details, progress, and goals, time management, and working independently).

Eligibility:

Current students who are eligible for work study through their financial aid package. This position requires a minimum of 5 hours per week but no more than 10 hours per week. This position is subject to the student’s sustained adherence to the student code of conduct, being otherwise in good academic standing, favorable evaluations by the academic leaders /employer, and continuation of adequate funding.

Name:	Student ID#:	Major(s):
Email:	Phone Number:	
Are you eligible for work-study funding?		
Have you previously had a job on campus?		
Was this a work-study job?		
If yes what is/was your job title?		
Will you be continuing that job?		

Please rate how proficient you are with the following applications and web-based platforms:

	1 No Experience	2 Beginner	3 Novice	4 Advanced
Microsoft Outlook				
Microsoft Excel				
Microsoft Word				
Google Docs				
Adobe PDF				
Power Point				
Canva				
Hawk Link				

In the space below, tell us why you are interested in the GSB Marketing & Communications Assistant position including the strengths you would bring to the position.

Please list other RWU activities in which you are currently involved.

Please tell us about your other commitments for the upcoming semester (other work as well as classes requiring significant time commitment).

Thank you for your interest.

Please return the completed application to
GSBusiness@rwu.edu or to the Mario J. Gabelli

School of Business Deans office in SB109

Applications will be reviewed as they are
received.