The Marketing Department at the School of Continuing Education is seeking an outgoing, self-motivated, hard-working UWM student with good customer service and organizational skills. This fast-paced department serves the school’s programming areas by providing marketing strategy, campaign planning, and print and electronic communication design and production to promote the School’s 1000 annual noncredit, select credit and certificate programs. The School of Continuing Education is located in the Plankinton Building at 161 W. Wisconsin Ave., in downtown Milwaukee.

**Job Description**

Work closely with marketing specialists, graphic artists and other various marketing team members to develop HTML emails (majority of workload) as well as online ads, brochures, postcards and other communication materials to promote the school’s courses and programs in a cost effective and time efficient manner. Responsibilities include other duties as assigned, such as trade show display set up/take down and administrative tasks. The position is supervised by the full-time senior graphic artist.

**Qualities/Experience**

Must have:

- Experience on Macintosh computers
- Experience with HTML, Dreamweaver, Photoshop, InDesign and Illustrator, and FLASH (bonus) programs
- Successful completion of a Web Design class, Typography I, and Graphic Design I courses
- Great attention to detail and superb organizational skills
- Willingness to learn and perform a wide variety of tasks
- Good customer service skills
- Samples of creative work

**Pay Rate & Hours**

- 12-16 hours per week as determined by department workload (Business hours: 8-5, M-F)
- $9.00/hour
- Work study is accepted

*If interested email your resume, design samples and fall semester availability to:
Joseph Neumann
neums@uwm.edu
414-227-3145*