



**OAKWOOD UNIVERSITY**  
*EMPLOYEE SERVICES/HUMAN RESOURCES*

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Marketing Consultant

**DEPARTMENT:** Enrollment Services and Retention

**STATUS:** Temporary Part-time (20 hours)

**QUALIFICATIONS:**

*Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.*

- Bachelor's degree required, Master's degree in Marketing preferred.
- At least one year experience in marketing.
- Excellent communication and interpersonal skills.
- Strong Christian values required. Demonstrated the ability to be flexible and adaptable.
- Sensitivity to cultural and gender diversity.
- Maintain a pleasant support climate.

**BRIEF DESCRIPTION OF DUTIES:**

- Create and build content and advertising strategy.
- OU Live script translation and videos.
- Provide content for Youvisit virtual tour and social media content.
- Assess and maintain inventory for the office of Enrollment.
- Oversee all communication regarding marketing.
- Coordinate and assist with the design of marketing materials.
- Other duties as assigned.



**SALARY:** Commensurate with education and experience

**POSTING DATE:** November 16, 2021

**CLOSING DATE:** Until filled

**HOW TO APPLY:** Interested persons must submit employment documents electronically:

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

**REQUIRED DOCUMENTS:**

Completed application  
Vitae  
Copy of diploma/transcripts

Email: [Hroffice@oakwood.edu](mailto:Hroffice@oakwood.edu)

Oakwood University participates in 

**\*\*OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER\*\***

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