

# Office of Marketing and Communication (OMC) Assistant

## Position Summary

As part of the OMC Team, the OMC Assistant helps coordinate branding, public relations, media relations, and event planning with campus and off-campus constituents while managing multiple projects simultaneously. Interacts effectively and appropriately with diverse populations, the university community, and the public.

Assists in developing, implementing, and evaluating marketing and communication goals while promoting a positive image for the OMC and MC that reflects the MC values and culture.

Balances dual responsibilities between daily office management and event planning support.

## Essential Functions

- Executes daily office tasks, including but not limited to phone and email traffic, mail distribution, campus calendar updates, budget, Visa reconciliation, etc.
- Responsible for maintaining the Associate Vice President's (AVP) calendar. This includes coordinating meetings, travel, and special events for constituents such as faculty and staff, departments, contractors, and other partners. Additionally, attend meetings as directed by the AVP and take minutes when necessary.
- Completes and distributes weekly event summary detailed reports to all pertinent areas.
- Prepare purchase orders and purchase requisitions for approval.
- Participates on event committees documenting input from constituent leaders as they creatively improve existing events and provide ideation for new large-scale events that extend the overall MC brand.
- Attends specific campus events as designated by University Events Director. Attends all Red-Letter Events.
- Records event attendance to specific areas.
- Records and manages event documentation.
- Communicate and assist with event changes and progress, verbally and in writing, as directed.
- Assist in monitoring general OMC budgets; assists with the development of long-range budgetary planning and projections; assist with annual unit budget spreadsheets. Monitors accuracy of allocations and expenditures; develops, maintains, and manages internal accounting systems and procedures; tracks unit expenses and provides status reports.
- Arrange timely purchase, acquisition, and solicit bids from vendors.
- Purchase supplies and maintain inventory.
- Assist in establishing the OMC as the top resource for campus events.
- Records event expenditures and monitors event budgets.
- Participates in meetings with all events pertinent to campus areas for proposed events and necessary improvements.

- Records Physical Plant inventory and maintains accurate data.
- Processes invoices, deposits rental/damage deposit fees, and follows up with the director

## Required Qualifications

- Bachelor's degree
- Demonstrated abilities in financial reporting, calendar management, and communication.
- Ability to work individually and as part of a team.
- Demonstrated creativity, problem-solving skills, initiative, judgment, and decision-making skills.
- Strong organizational and time management skills, along with attention to detail.
- Ability to interact and successfully collaborate with a broad spectrum of contributing groups and constituents.
- Strong written and verbal communication skills.
- Ability to prioritize and work in an environment with shifting priorities.
- Computer skills, including Microsoft Office, Calendar Software, and Google Calendar.
- Proven ability to handle confidential information with discretion.
- Commitment to the mission and vision of Mississippi College.

**Reports to:** University Events Director

**FLSA Status:** Non-Exempt