

# Marketing/Admissions MA | Oaks College

## Job Overview

Marketing/Admissions MA will assist the oversight of various aspects of recruiting potential Oaks College students and maintaining all marketing material for the program.

*Reports to Oaks College Marketing and Admissions Coordinator.*

## Responsibilities + Duties:

### Essential Functions:

- Assistance in the procurement of merchandise and supplies for marketing and sales.
- Supporting the development, training, and supervision of all members of Oaks College recruitment members.
- Assisting the development and management of a communication calendar for all new, incoming students.
- Assistance in planning and executing Preview Day events.
- Assistance in leading recruiting trips and making all travel and team arrangements leading up to trip.
- Consistent follow up communication and spiritual mentorship with students connected with at recruiting events.
- Assistance with content creation and planning for social media marketing campaigns, including work with Adobe Photoshop, Lightroom, Videoleap, etc...

### Qualifications:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to relate to students, parents, directors and administrative assistants at Oaks Church, as well as visitors and prospective students.

### General Expectations:

- Commitment to continual growth in personal spiritual life and relationship with Christ

- Attend Tuesday Staff Prayer Meetings, All Staff Meetings, “All Hands on Deck” Events.
- “Serve One and Attend One” at weekly Oaks Church Sunday services.
- Support the vision, values and ministry of Oaks Church through tithing, serving, etc.
- Proactive thinking and willing to learn and train others.
- Model a Godly life for volunteers.
- Be teachable with a humble and submissive attitude.
- Maintain all information confidential (about staff, projects, property, members, etc.)