

2018-2019 Opening Positions

MARKETING

Marketing Creative Director:

Position: Handles all Publicity for all divisions of SBI, including, but not limited to: digital copy; flyers; radio and newspaper and most importantly sustaining the relevant social media platforms (Facebook and Twitter). This position also coordinates various marketing campaigns for events and services. Designs and assigning the layout of Advertising for flyers, magazine and digital ads the staff of Marketing Designers. Position utilizes current computer layout programs such as Illustrator, Photoshop and InDesign. The Director is also a co-chair of the 2070 Corporate Planning Committee. Candidate should have the ability to receive constructive criticism on proofs of advertisements and work promptly *to address design issues and adhere to tight deadlines.*

Qualifications: A good sense of how to market programs and events. Artistic ability is a plus, as well as comprehensive knowledge of social media marketing. Computer experience with excel and Adobe programs is also a bonus. Good organizational and communication skills are necessary.

EVENTS AND GAMING

Director:

The main goal of SBI Events and Gaming is to assist with the planning and coordination of various large scale corporate programs (such as Take Back the Night, The Vagina Monologues, Corporate Awareness Day, etc.) and gaming events., we specialize in League of Legends and Hearthstone but are looking to expand our games to include many others. In order to work towards these goals, SBI Gaming hosts at least one or two events each month (not including December, January, and May), whether it be a LAN party, tournament, or even a casual board game night.

Qualifications: Some knowledge of event planning with an interest in e-games. Experience with good communication skills and the ability to manage multiple tasks simultaneously. The ideal candidate should be highly self-motivated.

INFORMATION TECHNOLOGY

Information Systems administers SBI technological resources. Our areas of responsibility include Windows system administration, application development, Web site maintenance and user training. Our staff is comprised of a professional manager and two students.

IT Assistants:

Position: Assists in management of SBI technology, focusing primarily on Windows system administration, PC maintenance, creating documentation, on-call support, network and software/hardware troubleshooting, and user training. Additionally, position is required to perform routine website/web server maintenance, on-call support, among other duties. This is a 15-hour per week position.

Qualifications: Advanced knowledge of Windows and Microsoft Office; PC hardware; Scripting ability or Mac/Unix experience is a plus.