

MSU POCKET GUIDE

THE ULTIMATE STUDENT RESOURCE

Campus Coordinator / Student Manager

Outside Media Group

Publication(s): MSU Pocket Guide, Outside Bozeman

The Outside Media Group Campus Coordinator will help improve the quality, popularity, and usefulness of the MSU Pocket Guide. He or she will also help build a stronger MSU presence within *Outside Bozeman* Magazine, focusing on a shared love of the outdoors between the MSU student body and the general Bozeman populace.

Essential Duties and Responsibilities:

- MSU Pocket Guide:
 - Develop content: articles, photographs, artwork, etc.
 - Increase network of student writers and photographers
 - Develop and manage social media
 - Manage quarterly Pocket Guide email newsletter
 - Improve/add content on msupocketguide.com, maintain blog schedule
 - Maintain and expand distribution channels on and around campus
 - Increase awareness and support among the student body
 - Cultivate relationships with student groups, staff, administration, and others
- *Outside Bozeman* Magazine:
 - Coordinate content generation relating to MSU
 - Increase network of student writers and photographers
 - Expand distribution channels on campus

Preferred Skills, Knowledge, Abilities, and Background:

- Proficiency with MS Word and Excel
- Proficiency with social media: Facebook, Instagram, etc.
- Proficiency with WordPress
- Familiarity with MSU happenings: news, events, people, campus, etc.
- Familiarity with the Bozeman area: people, places, landscape, geography, etc.
- Penchant for outdoor activities and recreation
- Excellent communication skills, both written and verbal
- Strong analytical and problem-solving skills
- Ability to work independently with minimal direct supervision
- Strong organizational skills with attention to detail
- Team player who will work collaboratively with others
- Ability to meet deadlines

TO APPLY

Send resumes to info@outsidebozeman.com and enter "Campus Coordinator" in the subject line.