



**Job Announcement: Business and Marketing Assistant**  
**Museum of Natural and Cultural History**  
**UNIVERSITY OF OREGON**

The Museum of Natural and Cultural History at the University of Oregon is hiring a temporary, part-time business and marketing assistant. The position will work 20-30 hours per week with the potential to become a permanent, full-time position, eligible for University of Oregon's excellent benefits package.

20-30 hours per week, \$13.73-\$15.81/hr (depending on experience); onsite work is required.

The Business and Marketing Assistant is a detail-oriented person who will learn and implement standards and practices that align with University of Oregon and Museum guidelines. This is an excellent opportunity for a new graduate or those re-entering the workforce and looking to sharpen skills in a supportive, dynamic environment.

### **JOB DUTIES**

#### Marketing and Communications Support

- Assist with public-facing communications
- Maintain the museum's public event listings
- Gather content and compose volunteer newsletters that align to the museum's style guide
- Assist with the management of website content and respond to staff requests for content updates; build and maintain web-based registration forms

#### Business Office Support

- Coordinate between centralized business offices to prepare documentation for transactions (e.g. invoices, timesheets, reimbursements)
- Assist in accounts receivable activities
- Respond to requests from staff for accounting information (accounts receivable, accounts payable, payroll)

### **ESSENTIAL QUALIFICATIONS**

- Strong attention to detail; precision in both written communications and data handling
- Experience or ability to quickly learn website content management
- Excellent written communication skills and a strong grasp of English grammar rules
- Fluent in MS Excel and Word

### **PREFERRED QUALIFICATIONS**

- Knowledge of web management programs such as Drupal and Wordpress
- Experience with Banner or other data and financial management platforms

**To Apply:** Send an email outlining your interest with a resume of qualifications to Kristin Strommer at [kstromme@uoregon.edu](mailto:kstromme@uoregon.edu). Resume review will begin on **August 30**; the position is open until filled.