

JOB DESCRIPTION
MARKETING COORDINATOR

JOB DETAILS			
Position Title:	Marketing Coordinator	Grade	
Department/Division:	Marketing and Communications Department		
Reports to:	Manager – Marketing and Communications		
Supervises:	None		
Last Updated on:	June 26, 2024		

Job Purpose

This position will assist the marketing team in designing brochures, flyers, leaflets, banners etc. and coordinate external and internal events. This position requires someone who is flexible, willing to learn, dependable and a multitasker, since the job will expose the candidate to an array of marketing fields: advertising, event management, branding, digital media and social media.

Main Duties and Responsibilities:

- Design artworks for all events and advertisements related to RIT Dubai.
- Assist in setting up all external and internal events and coordinate with other departments about their requirements from marketing.
- Follow market trends and help in strategizing for the upcoming academic year by marking events, booking, setting up and coordinating internally with team members involved in those events.
- Compile competitor analysis to better analyze results of the year and help in planning for the upcoming academic year.
- Assist the team overall when required: inventory management, attending meetings on behalf of marketing department, social media, website update.

Required Minimum Qualifications

- Bachelor's degree in marketing/design/communication from any reputable university
- Minimum of 2 years' experience in design
- Full understanding and utilization of Adobe Illustrator, InDesign, Photoshop, Premier
- Experience in event management and setup.
- Prior role in marketing division in an organization

Application Procedure:

Please email your application to careersdubai@rit.edu and include the following in your application:

- Subject line must include the source, your name and position you are applying for;
(Name – Marketing Coordinator)



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- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
 - Resume or curriculum vitae
 - Contact information

 - Provide a link to 4 -5 samples of your professional work or portfolio

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information, please visit RIT Dubai website: www.dubai.rit.edu.