The Sean N. Parker Center for Allergy and Asthma Research at Stanford University is seeking a Marketing and Graphic Design Coordinator to be under direct supervision of the Lead Marketing Specialist, to assist with the execution of marketing programs that enable programs, services, events and/or products to meet business objectives.

The Sean N. Parker Center for Allergy and Asthma Research at Stanford University is the first center of its kind, aiming to not only to find better treatments for children and adults with allergies and asthma, but to discover underlying immune mechanisms against the diseases and develop a lasting cure. The Sean N. Parker Center for Allergy and Asthma Research at Stanford University leads or participates in many clinical trials to develop new therapies for allergic disorders. For more info on our center or clinical trials please visit us at med.stanford.edu/allergyandasthma.

Duties include:

- Provide administrative support to marketing team.
- Assist with marketing plans/programs to meet business objectives, including coordinating with internal stakeholders.
- Draft, edit, and schedule select marketing communications for a variety of channels (i.e., web, print, email, online).
- Monitor, track and report marketing program effectiveness.
- Review and report post-event/program/campaign data.
- Assist in quality control of data and marketing materials.
- Support the planning and execution of events.
- Support the creation and launch of tools and processes to improve marketing efforts.
- Contribute to vendor selection, arrangements, and scheduling.
- Coordinate vendor estimates and invoice processing.
- Develop an understanding of organization's major programs, services, events and products.
- Compile illustrations, photos, and pictures for graphic design assignments.
- Use job-required software applications and mediums to develop and design materials according to defined requirements.
- Develop and maintain knowledge of industry standards, trends and state-of-the-art technology to provide and enhance services.

* - Other duties may also be assigned
**DESIRED QUALIFICATIONS:**
- Proficiency in MS Office, and Adobe Creative Suite
- Experience creating and editing flyers
- Experience editing photos and video
- Ability to identify and solve basic design problems
- Ability to translate established design concepts/themes into finished pieces
- Demonstrated understanding of job-required software applications and mediums
- Strong organizational and communication (both written and verbal) skills.
- Ability to perform detailed work with high level of accuracy and attention to detail.
- Demonstrated understanding of current industry standards, trends, and technical knowledge.
- Ability to work effectively with others as part of a team.

**EDUCATION & EXPERIENCE (REQUIRED):**
- Bachelor's degree or a combination of education and relevant experience.

**KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):**
- Strong oral and written communication skills.
- Highly organized and creative.
- Analytical and problem-solving skills.
- Ability to work independently to meet expected deadlines and schedules.
- Demonstrated team player.

**PHYSICAL REQUIREMENTS*:**
- Constantly perform desk-based computer tasks.
- Frequently stand/walk, sit, use a telephone, grasp lightly/fine manipulation, speaking.
- Occasionally grasp forcefully, writing by hand.
- Rarely sort/file paperwork.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

**WORKING CONDITIONS:**
- Occasional work on evenings and weekends.

**WORK STANDARDS:**
- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide, [http://adminguide.stanford.edu](http://adminguide.stanford.edu).

Job Family: Marketing
Job Series: Marketing Specialist
Job Code: 4891
Grade: E
Exemption: Non-exempt
Schedule: Full-time