

# MARKETING ADVISOR

PERMANENT - PART-TIME, 25 HOURS PER WEEK

Are you looking for a part-time role that utilises your marketing know-how? We are looking for someone to deliver top-notch marketing support to Wellington UniVentures. Be responsible for our website, develop our marketing collateral, manage events and provide your expertise for our projects, market analysis and more.

## THE ROLE

You will oversee Wellington UniVentures' web presence, creating graphics, helping create written content and accurately reflecting our brand.

Collateral creation will see you using your skills developing dropsheets, brochures, business cards, other brand assets and the design and production of key publications.

Providing performance metrics and business development support along with a strong market awareness and keeping abreast of industry trends, competitor behaviours and major developments will help you succeed in this role.

You will event manage our key strategic events and annual celebrations, and actively identify opportunities for further events to support growth and engagement.

You will provide an excellent level of support to the Marketing Manager, the brand, provide expertise and support to our projects and offer advice on strategy and best practice.

## YOUR EXPERIENCE

Our perfect person will have some or all of the education, experience and knowledge listed below:

- Undergraduate qualification in Marketing, Business or Communications.
- 3 – 4 years' experience in a marketing assistant, coordinator or advisor role.
- Strong written and verbal English. Experience in copy writing, drafting, editing and final copy is desirable.
- Basic graphic design skills and experience using with Adobe, specifically In Design.
- Sound knowledge of marketing concepts, tools, techniques and channels.
- Web management experience, preferably working with Silverstripe.
- Demonstrated ability to use technology to work effectively and efficiently e.g. Microsoft Word, Excel and Outlook, Mailchimp, Xakia, etc.
- Photography skills would be an advantage.
- Demonstrates initiative, is confident working autonomously and is experienced in setting up new systems and processes.

# ABOUT US

We are Wellington UniVentures - Victoria University of Wellington's commercialisation office.

As part of the university, Wellington UniVentures aims to be the acknowledged leader in successfully taking Wellington's knowledge to the world. We are deeply connected to the University's research, converting it into valuable outcomes and capabilities that sustainably grow our region and change lives. We're proud that this is an exciting place to work and we are looking someone who has the vitality and attitude to join us on our journey.

In return for your experience, Wellington UniVentures can offer you fantastic benefits such as access to a wide variety of workshops for you to continue to learn and develop, subsidised onsite gym membership, free fantastic health and wellbeing events, and extra annual leave days.

If this role sounds like you and you're interested in joining a small, collaborative and busy team, please apply now with a cover letter and your CV – we'd love to hear from you right away!

Find out [more](#). Apply [here](#).

## MORE INFORMATION

Find out more about working at Wellington UniVentures, contact our HR Manager.

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