



El Centro College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Division: Fashion Marketing (BUPS)

Phone: 214-860-2379

Direct Supervisor of Work Study Assistant:

Marilyn Sullivan
msullivan@dcccd.edu

Number of Assistants Needed: 2

Start Date: September 19, 2011

Schedule: Prefer Monday, Wednesday, and Friday afternoons 1-5 p.m.

Job Description:

Fashion Marketing Department Student Assistant needed to support program Management. Specific duties will include, but are not limited to:

- updating course syllabi
- creating course materials
- maintaining course files
- updating recruiting materials
- maintaining correspondence with service area high school marketing instructors
- assisting with program activities
 - Fall semester Fashion Boot Camp
 - Annual Fashion Marketing Advisory Committee meeting
 - Fashion Society club meetings and committees
- coordinating program special events
 - Guest speakers for respective classes
 - Annual fashion show
 - Other fashion marketing and fashion design collaborations
 - Buying simulation
 - Branding simulation

Skills Required:

Fashion Marketing major who has completed Introduction to Fashion, Textiles and Visual Merchandising courses
Working knowledge of MicroSoft Office and Photoshop