



Part-Time Administrative and Marketing Assistant

We are seeking a motivated and detail-oriented Part-Time Administrative and Marketing Assistant to join our dynamic team. This role offers flexible hours, approximately 18–20 hours per week, with a competitive pay rate of \$30.00 per hour, which equates to about \$600.00 per week based on a 20-hour workweek.

The position is ideal for students seeking practical experience in administrative and marketing functions while balancing their academic commitments.

Position Details and Requirements:

- Remote, part-time role with flexible scheduling
- 18–20 hours per week
- Hourly rate: \$30.00
- Key responsibilities include supporting administrative tasks, assisting with marketing campaigns, managing communications, and coordinating project activities
- Strong organizational and communication skills required
- Familiarity with marketing tools and administrative software
- Self-motivated and able to work independently

We kindly request you to post this job opening on your job board and share it with students who may be interested in applying.

Interested candidates should submit their resumes directly to Marilyn Grabowski at marilyn.grabowski@consultant.com.

Thank you very much for your assistance in connecting us with talented students eager to gain valuable work experience.

Best regards,
Marilyn Grabowski
Hiring Manager