



## **Job Description- Promotional Assistant**

### **Supervisor:**

Marketing Coordinator

### **Primary Function of Position:**

Promotional Assistants post flyers and signage around campus, table at weekly events, represent Campus Recreation at various campus events, promote our programs and services in a personable and fun demeanor. They assist in the preparation of print media and promotional items. They must be aware of all program areas to help answer questions.

### **Qualifications:**

- Comfortable initiating face-to-face conversation with diverse populations
- Creative idea generator and implementer
- Attention to detail
- Energetic and enthusiastic attitude

### **Preferred Qualifications**

- Seeking a degree in Marketing, Public Relations, Communication, or related field
- Experience in creating marketing materials & e-marketing

### **Duties and Responsibilities:**

- Promote department and program activities at approved campus locations and within department facilities
- Prepare, set up, work, and clean up at special events and fairs
- Prepare and provide presentations on Campus Recreation offerings and benefits
- Contribute to and keep Calendar of Events organized and up to date
- Adhere to University and Department branding and style guidelines
- Manage the printing of and posting of flyers and postings within Campus Recreation facilities as well as various buildings on campus
- Maintain inventory of promotion items

### **Wages/Scheduling:**

Routine office hours will be scheduled on weekdays between 8am to 5pm for editing and can be designed around courses. The position offers approximately 10 hours a week at \$9.00 an hour.

**Evaluation:**

All Campus Recreation student staff undergo routine evaluations with supervisors as a student development opportunity. Opportunities will also exist to evaluate upwards on an anonymous basis.

**Other:**

- In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.
- Texas State University is an Equal Employment Opportunity/Affirmative Action Employer, committed to inclusive thoughts and action in support of our diverse community. Individuals from historically underrepresented groups and all those who share our commitment to inclusivity and passion for the strength of our diversity are strongly encouraged to apply.