



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 \$10.00 an hour. Occasional Saturday obligations will occur.

Evaluation:

All Campus Recreation student staff undergo routine evaluations with supervisors as a student development opportunity. Opportunities will also exist to evaluate upwards. Two long semesters worked with positive evaluations could result in a .25 wage increase.

Other:

- In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

