Media Relations Assistant

Location: Campus Recreation (Lee Hall)
Supervisors: Campus Recreation Coordinator
Type of Job: Part time position and/or work study available

PRINCIPAL FUNCTION
• Plan, coordinate, and implement the marketing and promotion for all Campus Recreation programs and services.
Sports Writer for Campus Recreation

RESPONSIBILITIES
• Serve as one of the team leaders for the Campus Recreation student marketing and promotion team. Ability to work 14-15 hours per week during nights after 4:30pm and weekends at all events.
• Write articles on the Campus Recreation programs and services for the Oswegonian newspaper and the Campus Recreation newsletter.
• Meet with Campus Recreation Supervisors to obtain the information for all Campus Recreation events.
• Write weekly news releases, player of the week feature articles for the website/newsletter.
• Maintain and update the Campus Recreation newsletter subscription.
• Update Facebook page, Twitter and other social media.
• Weekly meeting with the team to discuss promotional needs.
• Work with the graphic artist, photographer, and web design staff to prepare promotional materials.
• Organize and distribute all marketing and promotion materials.
• Be able to speak clearly and concisely about Campus Recreation at a variety of presentations, open houses and informational fairs.
• Assist with the development and implementation of power point presentations.
• Keep all bulletin boards and campus signage updated.
• Maintain a working knowledge of all Campus Recreation programs and services.
• Works independently on tasks and projects to meet deadlines in a timely manner.
• Works cooperatively with other areas of the department to achieve established goals.
• Promote and market Campus Recreation facilities and services.
• Required to work two special events outside normal office hours.
• Assist with marketing and promotion research projects as assigned.
• Performs other work or projects as assigned.

REQUIREMENTS
• Submit resume, cover letter, writing sample, references and interview process.
• Sports writing or knowledge desired.
• Experience with marketing and/or journalism is preferred.
• Experience as a team or organization leader preferred.
• Ability to interact with diverse groups through a variety of situations.
• Ability to operate independently within departmental standards of conduct and professional expectations.
• Strong problem-solving skills.
• Strong written and verbal communication skills.
• Enthusiasm, desire to learn, and desire to work as part of a team.
• As a part of the hiring process, each employee is required to attend an orientation session, which is not paid.