



State University of New York at Oswego Department of Campus Life Campus Recreation  
101 Lee Hall, 312-3114 [www.oswego.edu/campuslife/intramurals](http://www.oswego.edu/campuslife/intramurals)

## PR Assistant 1

Campus Recreation is a division of the Department of Campus Life that provides a variety of vigorous, fun-filled, health-promoting, physical and recreational activities conducive to wellness and personal development. Students, faculty, and staff participate in these activities through the following programs and services: intramural sports, open recreation, sport clubs, recreational organizations, special events, and instructional programs.

### **Responsibilities:**

1. Responsible for weekly news articles to be published in the Oswegonian. Articles must be finished by assigned deadline.
2. Responsible for special events articles and upcoming event articles to be published in the Oswegonian.
3. Responsible for obtaining a "player of the week" from the Intramural Supervisors and Intramural Coordinator. Interview the participant, and publishing the player of the week information and photo in the Oswegonian every week.
4. Attend all CRSAC meetings (Campus Recreation Student Advisory Council) and be an active member of the council.
5. Work closely with the University Public Relations Department and Campus Update to promote and publish programs.
6. Sending out emails about up coming events using the list-serve and Facebook.

### **Shared Responsibilities:**

1. Arrive on time. The position is 10-14 hours per week.
2. Enforce all policies, rules and regulations.
3. Minimize and eliminate hazardous situations.
4. Responsible for assisting in two special events per academic year.
5. Assist with designing and updating all Intramural bulletin boards on campus.
6. Responsible for taking photos of all events.
7. Responsible for attending and participation in all open houses, orientation and information fairs.
8. Keep accurate files and all original copies of promotional flyers.
9. Responsible for attending Hall Council meetings.
10. Some weekend and evening hours required.
11. Assist in assigned duties and projects.