



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 2

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 design of departmental publications, special event flyers as needed, including copying, posting and making promotional posters for all sports and special events.
2. Assist in design and update of Campus Recreation website/ facebook.
3. Responsible for designing and updating all Intramural Bulletin Boards and signs in Lee Hall and on campus.
4. Responsible for assisting with special committees and activities.
5. Organize and facilitate the distribution of appropriate flyers to the local school district.
6. Liaison for Toilet Talk.

### **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.