



Campus Recreation

STATE UNIVERSITY OF NEW YORK AT OSWEGO

Student Employee Job Description

Position: Marketing and Special Events Coordinator

Principle Function: The Marketing and Special Events Coordinator assists in the general marketing, promotion and execution of programs, events and services associated with the Department of Campus Recreation.

Job Duties and Responsibilities:

- Execute departmental marketing plan to further the mission of the Department of Campus Recreation.
- Develop and execute innovative strategies to promote Campus Recreation related events and services throughout the course of the academic year.
- Assist in the creation and execution of departmental programs and one day events.
- Conduct outreach and tabling at various campus events and locations.
- Create and post content to the departmental social media accounts that represent all areas of Campus Recreation.
- Create and post flyers and digital signage around campus.
- Assist in the development of departmental newsletter.
- Create and execute educational content and programs related to campus wide well-being efforts.
- Update bulletin boards and appropriate signage throughout Campus Recreation facilities.
- Attend all required staff meetings and trainings.
- Communicate regularly with departmental leadership and provide additional assistance when requested.

Qualifications:

- Maintain an overall 2.4 GPA and be a current SUNY Oswego student for the duration of employment.
- Possess a CPR/AED certification (will be offered through Campus Recreation during employment).
- Previous service within the Campus Recreation Department.
- Must possess strong interpersonal and communication skills.
- Demonstrated skills in leadership, decision-making, creativity, and problem-solving.

Terms of Employment:

- The academic year constitutes a term of employment.
- The rate of pay is minimum wage + \$1.00 (subject to change based on budgetary allocations).
- Employees are required to arrive to campus a few days before the start of the semester for staff training each semester.
- The total work time is at least 10 hours/week.
- Evening and weekend hours will be required.
- Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a timeline for desired change will be established. In addition, employees will receive a midyear formal evaluation.
- Failure to meet the responsibilities of the position as stated in the operations manual may be grounds for personnel action (i.e., written warning, employment probation or termination).