

Sports Writer

Location: Campus Recreation (Lee Hall)
Supervisor: Campus Recreation Director & Coordinator
Type of Job: Part time position and work study available

PRINCIPAL FUNCTION

- Assist in planning, coordinating, and implementation of a marketing plan for Campus Recreation.

REQUIREMENTS

- Meet with program directors to discuss promotional needs.
- Work with the design staff to prepare promotional materials.
- Assist in the distribution of marketing materials.
- Be able to speak clearly and concisely about Campus Recreation at a variety of presentations and informational fairs.
- Write news releases.
- Assist with marketing research.
- Maintain a working knowledge of all Campus Recreation programs and facilities.
- Works cooperatively with other areas of the department to achieve established goals.
- Promotes a safe, clean, functional, and marketable facility.
- Performs other work as assigned.
- Attend Special Events and Intramural Sports Games.

RESPONSIBILITIES

- Completion of job application, cover letter, resume, and interview process.
- As a part of the hiring process, each employee is required to attend a mandatory orientation session a week prior to classes beginning, which is not paid.
- Experience with marketing and or journalism is 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.