Position Title | Communications Student Assistant

Job Description
The Communications Student Assistant will be responsible for a variety of marketing-related duties that assist the Assistant Director of Communications in developing marketing strategies for department programs and facilities through social media, representing Rec Sports at on- and off-campus events and assisting with photography.

Typical responsibilities will include:
- Assist with the overall presence of Rec Sports on various social media platforms, including, but not limited to, Facebook, Twitter, SnapChat, Pinterest, Instagram, Blogging, YouTube, etc.
- Post informational and promotional content on all Rec Sports social media sites
- Coordinate cross-promotional efforts between the social media sites of various areas within the department
- Keep up with the latest trends in the fast-moving/changing social media environment
- Represent Texas A&M Rec Sports at resource tables and other on/off-campus events, including New Student Conferences, MSC Open House, Aggieland Market, Fish Camp, etc.
- Assist with photography for all requested areas of the Department of Recreational Sports including, but not limited to, Intramural Sports, Facilities, Strength & Conditioning, Fitness, Aquatics, Sport Clubs, etc.
- Other duties as required

Certifications Required
No certifications are required.

Work Hours/Anticipated Schedule
This position offers flexible hours which can vary from week to week, depending on specific projects and deadlines. Anticipated “average” hours would be 12-15 hours per week. **Summer availability is required.**

Additional Information
Required Skills and Abilities:
- Proficiency using the Internet, smart phones, and various smart-phone apps
- Knowledge and experience using a variety of social media platforms (Facebook, Twitter, Instagram and SnapChat are required)
- Experience using an SLR camera and/or willingness to learn
- Knowledge of the Texas A&M University campus
- Excellent communication and public relations skills; ability to represent the department professionally in public is a must
- Thorough knowledge of all areas within Rec Sports and their current offerings/schedules
To apply, please fill out the Rec Sports Part-time Employee Job Application located on our website at http://recsports.tamu.edu/employment/ and reference the title Communications Student Assistant. Please submit the “part-time employee job application” to Kelly VonDrehle at kvondrehle@rec.tamu.edu by Wednesday, May 2, 2018 at 5pm.

**Beginning Pay Rate:** $8.35/hour

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### Contact Information

For more information about this job, please contact:

Kelly VonDrehle  
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202 Student Rec Center  
979-845-1001  
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