Student Position Title: Marketing Assistant, Advertising

Job Description:
Assist the Rec Sports marketing team by promoting Rec Sports facilities, programs, services, and events to a diverse audience.

Job duties include:
- Distribute marketing materials throughout the Student Recreation Center and the Texas A&M campus.
- Manage inventory of marketing collateral and advise on printing/copying needs.
- Maintain a library of articles, news releases, and ads about Rec Sports in various media outlets.
- Conduct market research and benchmarking.
- Serve as back-up staff for resource tables and other on-campus and off-campus events.
- Other duties as needed, including clerical help, running errands, etc.

Certifications Required:
No certifications are required.

Work Hours/Anticipated Schedule:
This position requires 12-15 hours per week. Work schedule is flexible to accommodate class schedule. *Summer availability is required.*

Additional Information:
This position is available to students only. Beginning pay is $8.35/hour.

Required Experience/Abilities:
- Physical ability to hang and remove large format advertising and lift/transport boxes containing marketing collateral, display equipment, etc.
- Valid driver’s license
- Knowledge of the Texas A&M campus
- Excellent communication and public relations skills
- Ability to represent the department professionally in a public setting

Preferred Experience:
- Knowledge (or willingness to learn) about Rec Sports programs and facilities
- Proficiency with Microsoft Office

Contact Information:
For more information, contact:
Michelle Briggs
Marketing Director, Department of Recreational Sports
mbriggs@rec.tamu.edu or 979-845-8433

To apply, please submit a part-time employee job application to: mbriggs@rec.tamu.edu