### Part-time Position Title
| RecLIFE Magazine Coordinator |

### Job Description
The RecLIFE Magazine Coordinator is responsible for all aspects of producing the bi-annual *RecLIFE Magazine*. The primary goal of this position is to provide an educational experience, knowledge, tools, and tangible skills that the employee can use in his or her future professional pursuits.

### Typical Responsibilities
- Coordinate and manage the overall production of the bi-annual *RecLIFE Magazine*, from planning through production. Employee will work closely with other Rec Sports staff, including Director of Development, Marketing Director, Assistant Manager of Communications, Graphic Layout Artists and others.
- Conduct interviews with various individuals such as current and former staff members, as well as current and former students, as required for article development.
- Write articles and assist with copy editing.
- Provide input regarding layout and design (graphic design will be completed by Graphic Layout Artist).
- Other duties as needed.

### Experience and Abilities
- Proficiency using Microsoft Office (Word, Excel, etc.).
- Excellent verbal and written communication skills.
- Good work ethic and a strong sense of responsibility.
- Investigative personality that will seek out details pertaining to magazine content.
- Willingness to gain a thorough knowledge of Rec Sports and its current projects/events.

### Additional Information
This is a part-time position that is open to students only. It is generally temporary, lasting one semester only. This position may be eligible for college internship credit, provided it meets the requirements of the student’s academic department. Applicants must be in good academic standing with the University.

This employee will report to the Marketing Director.

Applicants must be able to work 15-20 hours per week through completion of the project. Pay rate is $8.60 per hour.

### Contact Information
For more information about this position, please contact:

Michelle Briggs  
Marketing Director  
Department of Recreational Sports  
979-845-8433 | mbriggs@rec.tamu.edu