Position Title | Communications Student Assistant
---|---

**Job Description**

The Communications Student Assistant will be responsible for a variety of marketing-related duties that assist the Communications Coordinator 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.

**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/part-time.stm and reference the title *Communications Student Assistant.*

### Contact Information

For more information about this job, please contact:

Kelly VonDrehle  
Communications Coordinator  
202 Student Rec Center  
979-845-1001  
kvondrehle@rec.tamu.edu