**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, Communications Coordinator, Graphic Layout Artist and others.
- Conduct interviews with various individuals such as sponsors, current and former staff members, and 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 may be temporary, lasting one semester only, in order to provide opportunities for as many students as possible. 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:

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