General Statement of Duties
The Marketing Assistant is responsible for assisting with all aspects of the Rec Sports website, including design, graphics, daily updates, and analytics using the WordPress content management system. This position also serves as a back-up to the Marketing Assistant I to promote Rec Sports programs, events, services, and facilities to a diverse audience. This is a part-time position that is open to students only. This employee reports to the Marketing Manager.

Typical Responsibilities
• Perform responsibilities of the Marketing Assistant I as needed, including:
  o Printing, copying, scanning, laminating, and distributing marketing materials throughout the Student Recreation Center and the Texas A&M campus.
  o Providing excellent customer service to our colleagues by answering questions and taking complete messages for the Marketing & Communications team.
  o Serving as back-up staff for resource tables and other on- and off-campus events.
  o Assisting with scheduling projects utilizing project management software.
• Complete daily updates to the Rec Sports website, ensuring content is always current and accurate.
• Enter content, populate media library, and manage hyperlinks.
• Upload and schedule photos and graphic images.
• Research and identify plug-ins for potential use with the site.
• Create and integrate web forms into the site as needed.
• Identify enhancements to aesthetics and navigation, ensuring the site is fresh, dynamic, and easy to use.
• Routinely test website compatibility across multiple platforms, browsers, and devices.
• Ensure website is responsive/mobile-friendly and meets University requirements for accessibility and ADA compliance.
• Ensure style adheres to University, Division of Student Affairs, and Rec Sports brand guidelines.
• Monitor web statistics through the use of Google Analytics.
• Actively participate in Marketing & Communications team meetings and serve on department committees as appropriate.
• Other duties as needed.

Experience and Abilities
• Experience with design and maintenance of websites.
• Proficiency using WordPress or similar content management system (CMS).
• Knowledge of HTML and CSS code with the ability to hard-code if necessary (preferred).
• Experience with (or ability to learn) Google Analytics.
• Strong attention to detail.
• Excellent verbal and written communication skills.
• Willingness to gain a thorough knowledge of Rec Sports facilities, programs, services, and events.

Training
• Training will be provided by the Marketing Manager. No certifications are required.

Environmental Conditions
• Generally work indoors within the Student Recreation Center. However, some off-site duties may be required.
### Pay Scale
In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Marketing Assistant 3 will be paid a beginning rate of $11.20/hour (Pay Scale “D”) and will be eligible for merit increases after four months of service.

### 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 15 hours per week, although some weeks may have more or less.

### How to Apply
To apply, please submit all information requested below via email to kvondrehle@rec.tamu.edu by 12:00 p.m. (noon) on Wednesday, April 6.
- A completed Rec Sports part-time job application, available [HERE](#).
- Online portfolio that includes links to websites previously designed, managed, or contributed to by applicant
- Resume (preferred)
- Summer 2022 availability

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

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