# Student Position Title:
**Marketing Assistant, Advertising**

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

### Job duties include:
- Distribute marketing materials throughout the Student Recreation Center and around the Texas A&M campus.
- Assist with scheduling project assignments to marketing team members via online project management software.
- Assist with adding Rec Sports events, programs, and classes to the Texas A&M calendar.
- 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 generally requires 10-12 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
- Knowledge of (or willingness to learn about) Rec Sports programs and facilities
- Proficiency with Microsoft Office *(preferred)*

## 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](mailto:mbriggs@rec.tamu.edu) to: mbriggs@rec.tamu.edu