Student Position Title: Marketing Assistant, Business

Job Description:
The Marketing Assistant, Business performs a variety of marketing-related duties that assist the Assistant Director of Communications in developing marketing strategies for department programs and facilities.

Job duties include:
- Assist in managing the Department of Recreational Sports sponsorship program, including procurement of sponsors, sponsorship activation, relationship management, and execution of deliverables and fulfillment reporting.
- Work with local businesses to sell Rec Sports advertising space
- Assist with creating and distributing sponsor newsletter
- Upload advertisements and videos to Texas A&M Rec Sports digital signage program, RecTV.
- Assist with public relations efforts
- Other duties as needed

Certifications Required:
No certifications are required.

Work Hours/Anticipated Schedule:
This position requires 12-15 hours per week. Work schedule is flexible to accommodate class schedule. Some availability during summer and holiday breaks is required.

Additional Information:
This position is available to students only.

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 public

Preferred Experience:
- PC computer skills and knowledge of Microsoft Office software
- Excellent verbal and written communication skills
- Ability to coordinate multiple projects to ensure timely completion of projects
- Experience in market research and/or public relations required. Basic knowledge of sports preferred.

Beginning Pay: $9/hour
To apply, please fill out the Part-time Employee Job Application located on our website (Link to Application) and return to Anthony Ramos at aramos@rec.tamu.edu
For more information about this job, please contact:
Anthony Ramos, Graduate Assistant for Marketing and Communications
979.862.2595
aramos@rec.tamu.edu