Part-time Position Title: Marketing Assistant

Job Description

General Statement of Duties
The Marketing Assistant assists the Rec Sports Marketing & Communications team by promoting Rec Sports facilities, programs, services, and events 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
- Print, copy, scan, laminate, and distribute marketing materials throughout the Student Recreation Center and the Texas A&M campus.
- Manage inventory of marketing collateral and advise on printing/copying needs.
- Help maintain order and cleanliness of the Marketing & Communications suite and supply areas, specifically as it relates to office equipment and supplies.
- Provide excellent customer service to our colleagues by answering questions and taking complete messages for the Marketing & Communications team.
- Assist supervisor and/or graduate assistant with scheduling projects utilizing project management software.
- Serve as back-up staff for resource tables and other on- and off-campus events.
- Maintain a library of articles, news releases, and advertisements about Rec Sports appearing in various media outlets.
- Add Rec Sports events and programs to the Texas A&M online calendar.
- Actively participate in Marketing & Communications team meetings.
- Other duties as needed, such as data entry and filing.

Experience and 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, writing, customer service, and public speaking skills.
- Demonstrated organizational and research skills; ability to summarize and present data in a logical and concise fashion.
- Ability to represent the department professionally in a public setting.
- Knowledge of or willingness to learn about Rec Sports programs, events, services, and facilities.
- Proficiency with Microsoft Office; ability to learn new software applications as needed.

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 will be paid a beginning rate of $8.35/hour (Pay Scale “B”).

Learning Outcomes
1) Students will apply their organizational skills to assist with project scheduling and monitoring, adding Rec Sports events to the Texas A&M online calendar, and managing inventory of marketing collateral and supplies.
2) While representing the department and/or the Marketing & Communications team, students will
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.

How to Apply

To apply, please submit all materials listed below by **12pm Wednesday, October 7, 2020**. Materials may be emailed to mbriggs@rec.tamu.edu *(preferred)* or printed and turned in to SRC Room 202 to the attention of Michelle Briggs.

- [Rec Sports Part-time Employee Job Application](#)
- Resume *(preferred)*
- Fall 2020 class schedule and work availability
- Anticipated Spring 2020 work availability *(preferred)*

Contact Information

For more information, contact Michelle Briggs, Marketing Manager, at mbriggs@rec.tamu.edu or 979-845-8433.