Part-time Position Title: Writer/Content Contributor

Job Description

General Statement of Duties
The Writer/Content Contributor is responsible for writing, proofing, and editing content for various digital and printed publications to promote Rec Sports and communicate with patrons and supporters. This is a part-time position that is open to students only. This employee reports to the Marketing Manager.

Typical Responsibilities
- Coordinate and manage the overall production of RecLIFE Magazine, from planning through production. Employee will work closely with other Rec Sports student and professional staff.
- Conduct interviews with various individuals for article and content development.
- Write content and assist with copy editing for various Rec Sports publications, including RecLIFE Magazine, the Rec Sports Guide, brochures, invitations, blog posts, and more.
- Other duties as needed.

Experience and Abilities
- Excellent verbal and written communication skills, including spelling, grammar, punctuation, sentence structure, and “flow” of content.
- Strong attention to detail.
- Investigative personality that will seek out details and information to be used for content development.
- Willingness to gain a thorough knowledge of Rec Sports and its current projects/events.
- Good work ethic and a strong sense of responsibility.
- Proficiency using Microsoft Office (Word, Excel, etc.) and various Google apps.

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

Environmental Conditions
- The Writer/Content Contributor generally works 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 Writer/Content Contributor will be paid a beginning rate of $9.00/hour (Pay Scale “C”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

Learning Outcomes
a. Students will be able to compose questions and conduct interviews as a method of gathering information for content development.
b. Students will be able to write and edit content for Rec Sports publications that communicates the spirit of Rec Sports staff, programs, events, and facilities.
c. 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 **5pm on Friday, October 22, 2021.** Please email materials to mbriggs@rec.tamu.edu (preferred) or print and turned them in to SRC Room 202, Attn: Michelle Briggs.

- Rec Sports Part-time Employee Job Application
- Resume
- Two writing samples
- Current class schedule and work availability
- Anticipated Spring 2022 work availability

**Contact Information**

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