



Job Description- Promotional Assistant

Supervisor:

Marketing Coordinator

Job Description/Purpose/Primary Function of Position:

Promotional Assistants post flyers and signage around campus, table at weekly events, represent Campus Recreation at various campus events, promote our programs and services in a personable and fun demeanor. They assist in the preparation of print media and promotional items. They must be aware of all program areas to help answer patrons' questions.

Qualifications:

- Comfortable initiating face-to-face conversation with diverse populations
- Creative, idea generator and implementer
- Attention to detail
- Energetic and enthusiastic attitude

Preferred Qualifications

- Seeking a degree in Marketing, Public Relations, Communication or related field
- Experience in creating marketing materials & e-marketing

Duties and Responsibilities:

- Promote department and program activities at approved campus locations and within department facilities
- Prepare, set up, work, and clean up at special events and fairs
- Prepare and provide presentations on Campus Recreation offerings and benefits
- Contribute to and keep Calendar of Events organized and up to date
- Adhere to University and Department branding and style guidelines
- Manage the printing of and posting of flyers and postings within Campus Recreation facilities as well as various buildings on campus
- Maintain inventory of promotion items

Wages/Scheduling:

\$8.25 an hour

Evaluation:

All Campus Recreation student staff undergo routine evaluations with supervisors as a student development opportunity. Opportunities will also exist to evaluate upwards on an anonymous basis.

Other:

In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

Texas State University will not discriminate against any person (or exclude any person from participating in or receiving the benefits of any of its activities or programs) on any basis prohibited by law, including race, color, age, national origin, religion, sex or disability, veterans status or on the basis of sexual orientation.