

Job Title: Student Assistant, Recreation Marketing
Department of Recreational Services

Supervisor: Marketing Specialist

Purpose:

Student Assistant, Marketing is responsible for assisting the Marketing Specialist in marketing the facilities, programs, and special events to the campus community. Research marketing tools, trends, and promotion opportunities on campus and the community. Assist the Marketing Specialist with in person marketing opportunities. Place promotional materials around campus as directed. Communicate with professional staff as needed. Manage planned programs and operations on social media accounts. Responsible for posting in accordance with all university department policies and guidelines.

Knowledge, Skills and Abilities:

- Maintain social media post for the week.
- Familiarity with current social media trends
- Able to develop social media marketing strategy that abides by university guidelines.
- Update the social media calendar as needed.
- Excellent writing skills.
- Organized and detail oriented.
- Meet weekly with the Marketing Specialist and staff.
- Willingness to work in a fast-paced environment and must be able to interact with peers.
- Proficiency with Photoshop. Other application experience is a plus.
- CPR/First Aid Training is required. Willing to assist in the facility in case of emergency.

Minimum Georgia State University Hiring Standard:

- Currently enrolled as a student at Georgia State University

This position is paid \$8.00 per hour. Flexible work schedule of approximately 6-12 hours per week. Weekends and evenings maybe required.