



RECREATION

Campus Rec Marketing Coordinator

Campus Recreation is a fun, fast-paced, and dynamic work environment that offers multiple employment opportunities for students with a variety of interests and experiences. Student Coordinators are the highest level student leadership positions in Campus Recreation who are integral in the development, administration, and operation of multiple areas within the recreation program. The coordinator position provides students with the opportunity to develop valuable professional skills and lead our programs through direct hands-on experience for the **2019-2020 academic year**.

Qualifications

- Currently enrolled as a student in good standing and authorized for employment at Hamline University.
- Excellent interpersonal, verbal and written communication skills.
- Strong ability to organize multiple tasks simultaneously and demonstrate initiative.
- Capable of managing student employees within the marketing team in a supervisory role.
- Ability to resolve conflict situations and make sound decisions.
- Flexible schedule to work within the needs of the program including late nights, early mornings, weekends, and break periods. Work schedule will average approximately 10 hours per week.
- Must be available for all required meetings, training sessions and events.
- General computer skills and knowledge of various marketing and design tools including Adobe Suite programs, social media, and photo/video equipment, is strongly preferred.
- *Preference will be given to students that do not hold other leadership positions at Hamline, have prior experience as it relates to the position, and strong knowledge of recreation and sports.*

Job Responsibilities

- The Marketing Coordinator will lead the planning and development of marketing materials and resources for Campus Recreation that effectively and consistently communicate Intramural Sports, Sport Clubs, Special Events, Fitness, and other recreation related programs.
- Assist in the hiring, training, supervision, scheduling, and evaluation of a marketing team that consists of graphic design and marketing assistants.
- Lead the design efforts of print advertisements, annual Intramural Championship t-shirts, staff apparel, promotional giveaways, etc.
- Monitor and manage Campus Recreation social media sites (ex .Facebook, Twitter, Instagram), and regularly submit event and program announcements through on-campus sources such as Inside Hamline.
- Regularly attend recreational events and ensure pictures and video are taken for marketing purposes.
- Maintain regular weekly office hours (minimum 5 hours per week).
- Represent Campus Recreation at information sessions for prospective or new students (ex. Piper Preview)
- Experience creating marketing publications, proficiency in graphic design/editing, photography and video editing, social media outlets, and/or interest in pursuing a career in sport management, marketing, digital media arts is preferred.

Compensation

- Minimum \$11.00/per hour.
- Paid trainings throughout the year.
- Optional NIRSA Regional and National Conferences.