

Recreation and Wellness Center Membership and Marketing Intern

Department Mission:

Campus Recreation's mission is to enhance lives by providing outstanding recreational opportunities and experiences for the diverse UMSL community.

Position Responsibilities include but are not limited to:

- Website updates
- Arranging social media campaign ideas
- Assist with planning for Welcome Week events
- Weekly tabling on campus promoting the RWC
- Plan at least one event from start to finish to promote and run
- Create and design marketing materials
- Create the monthly RWC newsletter
- Lead Family Night planning
- Research and communicate sponsorship collaborations
- Research analytics of marketing and social media marketing
- Be responsible for some student staff scheduling
- Training and leading a group of student staff
- Recruiting and promoting student staff
- Run student staff meetings
- Work efficiently in department areas
- Learn the business operations of a campus recreation center

Experience: All of the following experience items are preferred, not required:

- Basic computer skills and/or comfort using a computer
- Graphic design skills
- Special event experience
- Customer service

Work Hours: 12-16 Hours per week. Can also be agreed and discussed upon application and consideration.

Requirements:

- Must be in good standing with the University.
- Displays a positive and friendly attitude.
- Willingness to learn, follow, and enforce rules and regulation.
- Excellent communication skills, especially using email.
- Minimum GPA: 2.0

Compensation:

Academic Credit