Recreation and Wellness Center
Marketing and Graphic Design Assistant

Department Mission:

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

Position Responsibilities:

- Create and design print publications, web graphics, logos, and digital signage.
- Serve as the photographer and videographer for departmental needs.
- Produce marketing materials for each program area within the department.
- Assist in staffing department special events and collaborative events with other departments on campus.
- Maintain and update the campus television advertising system - REACH
- Assist in the department social media campaigns.

Requirements:

- Experience in design, web design, marketing, photography, or other related experience.
- Ability to use various computer software programs – Adobe Creative Design Suite and Microsoft Office Suite.
- Experience with social networking sites (Facebook, Twitter, Instagram, and other sites).
- Strong written and verbal communication skills.
- Be able to effectively communicate to a diverse user population.
- Successfully complete Sexual Harassment & Mandated Reporter trainings.
- Ability to work with a diverse population.
- Minimum GPA: 2.0

Compensation:

$12.00/Hour

Required Training:

- Friday, April 29-Sunday, May 1: New Staff Welcome & Initial Training Session
- Week of May 2: New Marketing & Graphic Designer Training for summer hires
- Tuesday, August 16-Friday, August 19: Fall Training Week
  - Early move in can be accommodated upon request for UMSL housing

Process:

Contact Katie Haarmann Coffman at khaarmann@umsl.edu or 314-516-2341 to discuss the position. A small sample of your work will be requested for viewing.