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

Position Responsibilities:

- Outreach
  - Attend department and campus events/tablings to engage and educate students, faculty, staff, members, and prospective members on all that UMSL Campus Rec has to offer.
  - Develop and assist in presenting materials to promote our services, facility, programs, and more (newsletters, presentations, handouts)

- Social Media
  - Take a leading role in the development, creation, and implementation of our social media marketing.
  - Work collaboratively with the Coordinator of Marketing and Communications to analyze social media metrics and find ways to improve follower and member engagement.

- Content Creation
  - Research, develop, and create original content for all program areas and for the facility/department itself.
  - Photograph and record different events, programs, facility spaces, and more to aid in content creation – looking to capture both live and pre-planned content.

Experience:

- Ability to use various computer programs – Adobe Create Suite, Microsoft Office Suite, and Canva
- Experience with social media sites – Instagram, Facebook, Twitter, and Tik Tok
- Strong attention to detail & ability to communicate effectively (written/verbal) to a diverse population

Work Hours:

- Mainly weekday shifts with some weekend shifts needed for special events. 6-10 hours a week.

Requirements:

- Must be in good standing with the University
- Excellent communication skills – both written and verbal
- Minimum GPA: 2.0

Compensation: $13.00 an hour

Required Training:

- Week of August 14 – New Staff Welcome & Initial Training Session
- Week of August 14 – Marketing Assistant Training for Summer Hires
- Wednesday, August 16th 12 PM – 4 PM – All Staff Training

Process: Please send your resume and interest in the position via email to Katie Haarmann Coffman at khaarmann@umsl.edu