

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.
- CPR/AED Certification – American Red Cross
- Ability to work with a diverse population.
- Minimum GPA: 2.0

Compensation:

\$11.00 an hour

New Staff Welcome & Training:

Sunday, April 25th 6-6:45pm

Thursday, April 29th-Tuesday, May 4th*

*One 1 hour training and one 5 hour CPR/AED/First Aid Certification