Job Summary
The Social Media Manager position in the Office of Recreation at The University of Toledo is a two semester commitment; which can be extended into future years. The Social Media Manager, under the direction of the Graduate Assistant and the Assistant Director, has the responsibility of implementing The Office of Recreation’s Social Media marketing.

Reporting Relationship
Direct Supervisor: Graduate Assistant, Marketing
Functional Supervisor: Assistant Director, Business & Marketing

Job Duties and Responsibilities
- Utilize social media to build awareness, generate inbound traffic, and create excitement for all Office of Recreation activities
- Coordinate with Graphic Designer to effectively communicate with users/participants of the SRC
- Engage with UT students and SRC users through various social media outlets
- Writing, editing, and maintaining up to date content
- Actively contribute to the Marketing Team through idea generation and implementation
- Attend staff meetings, in-service trainings and other trainings as assigned by GA or Assistant Director
- Other Duties as assigned by the Assistant Director or GA

Requirements
- Must meet The University of Toledo student employment qualifications
- Experience and a desire to gain further knowledge in Campus Recreation or Fitness and Wellness
- Knowledge or experience with Facebook, Instagram, and Twitter is preferred
- Business marketing experience is preferred

Pay Rate
$8.10 per hour – weekly hours based on need