Job Summary

The Marketing Student Assistant position in the Office of Recreational at The University of Toledo is a two semester commitment; which can be extended into future years. The Marketing Student Assistant, under the direction of the Graduate Assistant and the Assistant Director, will be involved with the Marketing, Sponsorship, Website design and upkeep, Special Event Planning, Social Media and Graphic Design for the Office of Recreational Services.

Reporting Relationship

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

Job Duties and Responsibilities

- Coordinate with the Marketing Team to engage with UT students and SRC users and promote Office of Recreational Services special events, programs, etc.
- Assist with operations of special events including planning, setup, and tear down
- Writing, editing, and maintaining up to date website content
- Actively contribute to the Marketing Team through idea generation and implementation
- Promote fitness and wellness programs and services through graphic design
- Follow Emergency Action Plan and respond appropriately
- 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
- Strong verbal and written communication skills
- Demonstrated excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Marketing experience is preferred
- Knowledge of marketing, sponsorship, web design/editing, social media and/or graphic design is preferred