



Position Summary

Act as a representative of IU Campus Recreational Sports, providing marketing and promotional support for departmental programs & services by building connections, assisting with social media, distributing literature, and promotional outreach to the IU community. We truly believe that Recreational Sports offers something for everyone-- help people find their "something".

Responsibilities

- Connect with students at tablings both in our facilities and out on campus to encourage involvement in Recreational Sports programs and services
- Assist with implementing marketing plan for Recreational Sports facilities by working Office Hours (sample duties include: trimming, rolling, and putting up signage; delivering materials between buildings, taking inventory of promotional items, proofing our Website, etc.)
- Promote Recreational Sports through Snapchat and Instagram Stories and assisting Coordinator of Social Media & Web Outreach
- Distribute promotional materials during outreach events
- Attend monthly meetings at Recreational Sports

Requirements

- Personable with a positive attitude
- Excellent communication and problem solving skills
- Attention to detail
- Punctual, reliable, and flexible
- Active participation in Recreational Sports programs

General Expectations

- Motivated and willing to challenge self and others
- Exhibit enthusiasm for Recreational Sports and Indiana University
- Perform all responsibilities in a punctual and reliable manner
- Exercise mature judgment, good humor, flexibility, and patience
- Professional and mindful representation of Recreational Sports and Indiana University

Director/Supervisor

- Coordinator of Outreach & Relational Service- Shelby Smith
- Director of Participant Engagement, Outreach, & Relational Service- Mandy McGhee

Starting Pay Rate: \$10.90/hour with potential merit salary increases on a semesterly basis