



Position Summary

Act as a representative of IU Recreational Sports, providing outreach 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".

Specific Responsibilities

- Interact with students at internal and external tablings 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 Instagram Reels
- Assist with special projects within the Outreach scope
- Distribute promotional materials during outreach events
- Attend monthly meetings at Recreational Sports

Required Skills/Qualifications

- Personable with a positive attitude
- Excellent communication and problem-solving skills
- Attention to detail
- Punctual, reliable, and flexible
- Active participation in Recreational Sports programs
- Able to work 4-10 hours a week

General Expectations of Applicants

- 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

Reports to:

- Allison Ferguson, Coordinator of Outreach & Relational Service
- Mandy McGhee Director of Participant Engagement, Outreach, & Relational Service

Starting Pay Rate: \$12.25/hour