

## **Marketing and Communications – Fall 2015**

### Job Description

The Department of Recreational Sports is currently looking for a qualified individual to fill the Marketing and Communications position. This position entails working with the Director of Recreation and Coordinator of Intramural Sports to effectively communicate with the University of Dubuque community. This position will assist in a variety of areas, including, but not limited to:

- Creating and maintaining all Recreational Sports social networking sites on a regular basis.
- Interviewing Recreational Sports patrons and employees.
- Writing and editing content for the Recreational Sports website and print publications.
- Working with the Director and Coordinator to create and implement departmental marketing plans.
- Assisting with the planning of various special events occurring within the department such as wellness fairs, blood drives and intramural events.
- Representing the Department of Recreational Sports at information fairs.
- Working with the graphic design team to ensure that all publications meet specific branding guidelines.

### Job Requirements

- Must be enrolled as a student at the University of Dubuque.
- Must be able to work 10-15 hours per week.
- Must provide writing samples of previous work.
- Applicants majoring in marketing or communications are preferred.