

<b>JOB TITLE:</b>	<b>MARKETING &amp; COMMUNICATIONS</b>
Department:	Recreation
Location:	Chlapaty Recreation & Wellness Center (CRWC)
Supervisor Name:	Vic Popp
Supervisor Phone Number:	5663.589.3449
Supervisor Email:	vpopp@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Creating and maintaining all Recreational Sports social networking sites on a regular basis.</li> <li>• Interviewing Recreational Sports patrons and employees.</li> <li>• Writing and editing content for the Recreational Sports website and print publications.</li> <li>• Working with the Director and Assistant Director to create and implement departmental marketing plans.</li> <li>• Assisting with the planning of various special events occurring within the department such as wellness fairs, fitness and intramural events.</li> <li>• Representing the Department of Recreational Sports at information fairs.</li> <li>• Working with the graphic design team to ensure that all publications meet specific branding guidelines.</li> </ul>
Classification	None
Purpose or Role within the Organization:	Promotion of the CRWC and events.
Rate of Pay:	Minimum Wage
General Qualifications:	Must be enrolled at least half-time.
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None