

# **The University of Tennessee RecSports Department Marketing Manager Program Position Announcement**

Position: **Marketing Manager: Social Media Manager** (1 position available, starting Summer/Fall 2017)

RecSports is seeking enthusiastic, motivated students looking for valuable experience in the field(s) of **advertising, communications, marketing management, sport management or recreation**. By working with the RecSports Department, students will gain experience with social media management, digital signage, email marketing and more.

Interested individuals should send a **cover letter and résumé** to Jon Janis at [jjanis@utk.edu](mailto:jjanis@utk.edu) in addition to completing an application on the RecSports website.

## **Duties include but are not limited to:**

- Manage departmental social media including Facebook, Twitter, and Instagram
- Maintain in-house digital signage
- Manage email marketing services
- Assist in website management
- Manage promotions and events
- Assist the Marketing Coordinator with various marketing tasks
- Perform other duties as assigned by any member of the RecSports professional staff

## **Minimum Qualifications:**

- Experience with social media platforms
- Experience with email marketing
- Have excellent writing skills and interpersonal skills
- Ability to work effectively on a team and independently

## **Preferred Qualifications:**

- Be familiar with RecSports Department and Program Areas
- Familiarity with WordPress and MailChimp
- Be proficient in Adobe creative suite (Illustrator, Photoshop, etc.)
- Experience in photography and/or videography

**Average 10-15 hours per week during the semester. Some night and weekend hours are required.**

**Pay Rate:** \$7.75/hour

This position is for Fall and Spring semesters with evaluation of performance at the end of each semester. Summer hours are available if desired.

Please contact Jon (974-6536) via phone or email for more information.