

The University of Tennessee RecSports Department Marketing Manager Program Position Announcement

Position: **Marketing Manager: Social Media Manager** (1 position available, starting 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 in addition to completing an application on the RecSports website no later than **July 28th, 2017**.

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.