The University of Tennessee RecSports Department
Promotions Assistant
Position Announcement

Position: Promotions Assistant (1 position available, starting Spring 2019)

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 promotional events, content management, divisional communication and more.

Interested individuals should send a cover letter and résumé to Sam Greeley at sgreeley@vols.utk.edu in addition to completing an application on the RecSports website.

Duties include but are not limited to:
- Assist the Promotions Graduate Assistant with various promotional tasks.
- Represent RecSports at prescheduled events by “tabling” and distributing information about the department and its various facilities, programs, and services.
- Communicate with departmental and divisional staff.
- Responsibility to distribute promotional materials across RecSports facilities.
- Update established promotional materials.
- Perform other duties as assigned by any member of the RecSports professional staff.

Minimum Qualifications:
- An outgoing, engaging, and enthusiastic personality.
- Excellent oral and written communication.
- Works effectively on a team and independently.
- Balances various tasks and responsibilities.

Preferred Qualifications:
- Familiarity with RecSports Department and Program Areas.
- Marketing/Promotional experience.

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

Pay Rate: $7.50/hour

This position is for fall, spring, and summer semesters with evaluation of performance at the end of each semester.

Please contact Sam (865-974-5747) via phone or email for more information.