

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.