

The University of Tennessee RecSports Department

Social Media Assistant

Program Position Announcement

Position: **Promotions Assistant: Social Media Assistant** (1 position available, starting Summer 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 social media management, digital signage, email marketing 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:

- Manage departmental social media including Facebook, Twitter, and Instagram
- Manage email marketing services
- Aid with promotions and events
- Assist the Marketing Coordinator with various promotional 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
- 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: \$7.50/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 Sam (865-974-5747) via phone or email for more information.