

RecSports Department

Outreach Assistant

RecSports strives to engage and develop all Vols for a better future by delivering recreational experiences that enhance the growth and wellbeing of our students and community. Student employment is the foundation of this mission which is why RecSports is the second largest on-campus employer. We're looking for students who want to maximize their professional experience while serving the University of Tennessee campus community.

RecSports Departmental Responsibilities:

- Uphold and exceed the expectations of the RecSports mission and vision.
- Provide exceptional service to participants and guests.
- Enforce RecSports policies and procedures to promote a safe and inclusive environment.
- Communicate professionally with participants, coworkers, and supervisors.
- Demonstrate a desire to be a productive and contributing team member to your program and department.

Job Responsibilities include, but not limited to:

- Represent the RecSports Department at campus events via tabling, tours, and presentations
- Distribute outreach materials across RecSports facilities and campus community
- Manage departmental social media including Facebook and Instagram
- Photograph RecSports events and programs
- Maintain proper university brand management standards
- Serve as a RecSports Ambassador for passion area(s) within campus community
- Make phone calls to promote digital sponsorship opportunities within TRECS
- Assist with other various outreach tasks

Job Location:

- Desk in TRECS Membership & Outreach office with tasks across all RecSports facilities and UT campus

Qualifications:

- Must obtain or have a current American Red Cross Adult and Pediatric First Aid/CPR/AED or higher certification within 90 days of employment
- Must be 18 years of age at time of hire to be eligible to work
- Must be willing to work mornings, evenings, and weekends as needed
- Preferred minimum of 5 hours per week

Pay Rate: Starting rate of \$11.00/hour

Interested applicants should complete the [RecSports Student Employment Interest Form](#). Please be prepared to upload a current class schedule and an optional resume.

For more information, please contact Eric Harrell at eharrel6@utk.edu.

