

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. 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 Instagram, LinkedIn and Facebook
- Create fun and engaging content for social media posts, reels and stories
- Photograph RecSports events and programs when needed
- Maintain proper university brand and accessibility standards
- Assist with other various outreach tasks

Job Location:

- Desk in Tennessee Recreation Center for Students (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

NACE Competencies:

Communication:

- Managing social media and creating outreach materials demands clear, audience-appropriate messaging in both written and digital formats.

Technology:

- Managing social media platforms and ensuring alignment with university brand standards highlights digital communication and content creation skills.

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 eharrel6@utk.edu