

# Recreation and Wellness Center

## Marketing and Graphic Design Assistant

### **Department Mission:**

Campus Recreation's mission is to enhance lives by providing outstanding recreational opportunities and experiences for the diverse UMSL community.

### **Position Responsibilities:**

- Create and design print publications, web graphics, logos, and digital signage.
- Serve as the photographer and videographer for departmental needs.
- Produce marketing materials for each program area within the department.
- Assist in staffing department special events and collaborative events with other departments on campus.
- Assist in the department social media campaigns.

### **Requirements:**

- Experience in design, web design, marketing, photography, or other related experience.
- Ability to use various computer software programs – Adobe Creative Design Suite and Microsoft Office Suite.
- Experience with social networking sites (Facebook, Twitter, Instagram, and other sites).
- Strong written and verbal communication skills.
- Be able to effectively communicate to a diverse user population.
- Successfully complete Sexual Harassment & Mandated Reporter trainings.
- CPR/AED Certification – American Red Cross
- Ability to work with a diverse population.
- Minimum GPA: 2.0

### **Compensation:**

\$9.50 an hour

### **Required Training Dates:**

Tuesday, April 23

April 24-May 1 (one day)

August 14-15