

**University Recreation (Aquatics, Club Sports, Fitness, Informal Recreation, Intramural Sports, & Outdoor Adventure)**

**Graduate Assistant for Administration (Marketing, Design, Public Relations, & Multi-Media) for 2017-18 (one position available)**

The GA will serve as the lead staff for the department in the management and administration of the programs marketing, design, publication projects, public relations, and multimedia. Primary responsibilities include recruitment, hiring, training, scheduling, evaluating, and supervision of eight undergraduate students to assist with design of materials to promote UREC programs and services to participants. Development of press releases, leading contact tables, providing group tours, and presenting to various campus groups/clubs programs available to the students of AppState. Continue to provide enhancements to the University Recreation (to include all media application) in an ongoing effort to create an effective communication tool between UREC programs and their participants. This is achieved through videography, photography, creating interactive web pages, creating and maintaining databases, content management systems, and other programming tasks of various sizes and scopes. Working with the full-time staff in the development of marketing plans, as well as assisting with UREC special events.