PROMOTIONS TEAM – CAMPUS COMMUNITY RECREATION

Job Description

Hiring is Ongoing:

JOB DESCRIPTION

• Responsible for generating excitement and awareness of Campus Community Recreation throughout campus throughout the year

• Responsible for the distribution of all marketing material related to Campus Community and Recreation throughout campus

• Assisting any Campus Community Recreation department with organizational tasks

• Responsible for posting on social media platforms on behalf of Campus Community Recreation in professional manner

• Occasionally assisting in the operations of Campus Community Recreation events

• Interacting with students through various forums (ie. Tabling events, social media, campus walk around)

• Occasionally assist in the creation of promotional material

QUALIFICATIONS

• Ability to work flexible hours

• Being outgoing, personable, and a team player is a must

• Event and promotion experience is considered an asset, but not necessary

• Ability to lead a team and provide support to team members

• Strong communication skills

• Experience working in customer service

• Being social media savvy is considered an asset

APPLICATION PROCEDURE

Email your cover letter and resume to Rylie.mullen@ualberta.ca

Please use “Promotion Team Application” as the subject line.