



Intramural Sports Promotion Coordinator • 10-20hr/week • \$7.25/hourly • (2 positions)

DUTIES AND RESPONSIBILITIES

- Assist in coordinating all program publicity for the intramural program
- Maintain all social media (i.e. facebook, twitter, monthly newsletter, etc...)
- Assist in developing department printed materials, including newsletters (external and internal), press releases, website content, fliers, and brochures.
- Write weekly stories (i.e. intramural happenings, game of the week, interviews)
- Develop and maintain relationships with university personnel and university organizations (i.e. The Voice, BU NOW)
- Take photo's/video of IM activities
- Coordinate registration and tabling sessions for upcoming intramural sports and special events
- Monthly 1:1 meetings with the IM Director
- Other duties assigned by the IM Director

TYPICAL WORKING HOURS

- 10-20 hours a week
- Will have required office hours 2-3 times a week
- This position will work a non-traditional schedule. Hours might include some evenings and weekends depending on number of events or events scheduled.

WORKING CONDITIONS

- All Intramural Sports take place on the BU Campus (SRC and upper campus)
- Staff Shirt will be provided and worn during scheduled shifts
- Tabling events will be conducted outside and indoors

MINIMUM QUALIFICATIONS

- Working knowledge of various social media
- Minimum 2.0 grade point average and maintain good academic standing throughout employment
- Commitment to Intramural Department's mission statement
- Positive attitude

PREFERRED QUALIFICATIONS

- Student has an above average knowledge of various design software programs (Photoshop, Illustrator, InDesign, Microsoft Office Products).
- Experience working with diverse populations
- Strong interpersonal and communication skills
- Demonstrated positive customer service
- Experience in marketing/outreach on campus, or to student groups on campus