# University Recreation Center

# Facilities Graphic Design Marketing/Public Relations Coordinator

### University Recreation Center Mission Statement:

The University Recreation Center offers experiences that enrich the lives of Whitworth University students through excellent facilities, fitness, sport, adventure and play. We are committed to developing leaders, encouraging life-long healthy lifestyles and fostering meaningful relationships.

### Definition and Purpose:

The University Recreation Center is seeking an energetic, creative and hard-working student who is responsible for producing and distributing promotional materials (in a team), managing social media accounts and websites, planning/facilitating informational booths, and employing creative means to promote all U-Rec programs, activities and events. Student employees report to the U-Rec director.

### Position Duties and Responsibilities:

* Organize and lead marketing campaigns for U-Rec sponsored programs (incentive programs, intramural sports, climbing wall events, group fitness classes, and Whitworth Outdoors trips).
* Have a professional working relationship with ASWU Marketing Coordinator, Whitworth social media coordinator, manager of Sodexo screens, SDEI office and the print shop employees.
* Develop key contacts on campus (i.e. academic departments, athletic coaches, student life departments, campus communications, etc.) in order to encourage student participation from these areas in U-Rec sponsored events.
* Promote the professional image of the U-Rec through all written content, media releases and advertising materials for U-Rec events.
* Present the status of upcoming and current projects at bi-monthly U-Rec manager meetings.
* Work with the director and assistant director regarding campaigns.
* Update U-Rec web page with current information and manage other U-Rec social media outlets (Facebook, Instagram, ASWU HFS App, etc.) on a daily basis.
* Oversee digital signage software and update (e.g. screen cloud and LifeFitness) backgrounds.
* Interact with all clubs and programs across campus.
* Oversee all U-Rec facility signage. This includes whiteboards, posters, student postings, etc.
* Attend and report at ASWU meetings, at least a month.
* Attend the fall training (if possible) which begins approximately five days prior to the start of the fall semester.

### Preferred Skills and Extracurricular Experiences:

* Be responsible, accountable and reliable in working toward the completion of job responsibilities.
* Ability to make connections with all aspects of the university and the greater Spokane community.
* Ability to be creative, flexible, and unique with programming promotion, along with the ability to sell ideas and programs and keep students informed on a daily basis.
* Self-motivated, self-starter who can work without a lot of direct supervision.
* Knowledge of social media and/or willing to learn.
* Superb organizational and time management skills.
* Clear and effective communication skills.
* Enthusiasm and school spirit.
* The ability and desire to work closely with other student leadership positions.

Education: Must be a current Whitworth University student enrolled as a full-time undergraduate or graduate student.

Period of Employment: One academic year (contingent employment is dependent upon satisfactory completion of a 30-day probationary period and satisfactory job performance as evaluated by immediate supervisor). 10-15 hours per week.

Compensation: Students will be paid an hourly wage consistent with WU student employment pay rate guidelines.

Training Requirements: The candidate will arrange training dates and times with their supervisor. Candidates must be able to attend U-Rec training prior to the start of the term. Candidates must be available to start work approximately one week prior to the start of the term to kick start marketing and PR projects throughout the facility.

Nondiscrimination Policy: The University Recreation Center prohibits discrimination, harassment, and bullying against any person for any reason, including age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, military status, or any other characteristic protected by law.

Career Readiness Competencies: Critical thinking and problem solving, oral and written communications, teamwork and collaborations, information technology application, leadership, professionalism and work ethic, career management, and global and intercultural fluency.

Application process and deadline: Email your completed application packet to Todd Sandberg at [tsandberg@whitworth.edu](mailto:tsandberg@whitworth.edu) or drop it off at the U-Rec member services desk by April 12.

# UNIVERSITY RECREATION CENTER STUDENT APPLICATION

**Facilities Graphic Design/Marketing/Public Relations**

Open until filled

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(last) (first)

Phone# Email

Current class standing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected date of graduation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please circle all semesters you are available for work (add year) (Fall, Jan Term, Spring, Summer)

Academic Major Planned Semesters Abroad?

State work study eligible? Yes No (circle) Federal work-study eligible? Yes No (circle)

Will you be able to communicate with the director and devote time to this position in August? ( )Yes ( )No

Please complete the following and submit with your application:

Attachments (3)

1. Résumé

## Responses to the questions below:

* 1. Reflecting on past employment/volunteer experiences, what makes a good employee? Please provide three words that describe a good employee. Explain why.
  2. Please explain all marketing experience.
  3. Describe the best project you have ever worked on. Why was the project and experience exceptional to you?
  4. Give an example of a time that you communicated with a coworker, a supervisor, and to a group of people. Which area is your strength? Which area of communication could use improvement?
  5. What sets you apart from other candidates? Why?
  6. What are your future career goals?

1. Professional References:
   1. Please list three people who can speak to your work ethic and character.

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| Name: | Email Address | Phone Number |  |
| Name: | Email Address | Phone Number |  |
| Name: | Email Address | Phone Number |  |

**I certify that the information provided in this application is true and I am submitting this on my own behalf.**

**X**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)