

GRADUATE ASSISTANTSHIP FOR INTRAMURALS AND MARKETING



RESPONSIBILITIES:

- Assist with administration of Intramural Sports.
- Schedule, organize, supervise and evaluate Intramural Sports programs.
- Administer, assess, and evaluate results of programs and participants to better enhance offerings.
- Develop and implement sport specific trainings for officials.
- Evaluate sports officials on a nightly basis.
- Assist with supervision, hiring, training and evaluation of Competitive Sports Supervisors and Intramural Sports Officials.
- Assist with facilitating Intramural Sports Staff meetings and trainings.
- Prepare Intramural activity locations.
- Assist with the administration, execution and evaluation of all marketing operations including but not limited to: social media, web, print and digital designs, multi-media, photo and video projects.
- Administer, assess, and evaluate marketing campaigns and promotions.
- Work with Graphic Design GA to Create high quality graphics for both print and digital platforms.
- Maintain updated content and themes for the Campus Recreation website.
- Manage and execute social media marketing plan.
- Work with campus partners to enhance marketing and communication.
- Distribute promotional items.

RENUMERATION & QUALIFICATIONS:

The minimal requirements for a candidate seeking this assistantship opportunity is a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, and availability to begin working July 5, 2021.

This position pays a stipend of \$1,210 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

HOW TO APPLY:

Full departmental assistantship information: <https://www.atu.edu/studentaffairs/graduateassistantships.php>

To apply: <https://atu.presence.io/form/student-affairs-graduate-assistant-application>

General GA Application questions: recruitment@atu.edu

For specific questions about the GA for Campus Recreation positions, please contact Kerry Shannon, Coordinator of Campus Recreation, at kshannon@atu.edu

Application review will begin on April 28, 2021 and continue until position is filled.

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