Job Title: Marketing Assistant

Department: Athletics and Physical Education  
Salary: $16.00/hour

Location: Dodge Fitness Center  
Supervisor: Lauren Dudziak

Job Description

The Marketing/Graphic Design Assistant will help promote programming and events within the Department of Physical Education and Recreation.

Hours: Up to 10 hours/week, Monday – Friday.

Summer and academic year positions are available. Work study accepted. Personal equipment is preferred, but a desktop is available for use.

Essential Duties and Responsibilities

- Work with the Coordinator of Intramurals, Club Sports and Camps on a variety of projects to support Physical Education and Recreation. Projects include but are not limited to fliers, advertisements, and other promotional materials.
- Plan and execute creative marketing initiatives.
- Assist with media relations, web page maintenance, and other administration support.
- Build and schedule promotional campaigns around campus.
- Complete other duties as assigned by the Director of Physical Education and Recreation.

Qualifications

- Currently enrolled Columbia University Student.
- Must be organized and able to work under tight deadlines.
- Strong computer, writing, and editing skills.
- Experience with using social media for marketing such as Instagram and Facebook.