**Job Title:** Marketing Assistant  
**Department:** Athletics and Physical Education  
**Salary:** $17.00/hour  
**Location:** Dodge Fitness Center  
**Supervisor:** Lauren Dudziak

### Job Description

The Marketing 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.