## Job Title: Marketing Assistant

<table>
<thead>
<tr>
<th>Department:</th>
<th>Athletics and Physical Education</th>
<th>Salary:</th>
<th>$17.00/hour</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Dodge Fitness Center</td>
<td>Supervisor:</td>
<td>Olivia Raxter/Lauren Dudziak</td>
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</tbody>
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### 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 and Assistant Director of Facilities Operations 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.