



**COLUMBIA UNIVERSITY**  
**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION**

<b>Job Title:</b>	<b>Marketing Assistant</b>		
<b>Department:</b>	<b>Athletics and Physical Education</b>	<b>Salary:</b>	<b>\$17.00/hour</b>
<b>Location:</b>	<b>Dodge Fitness Center</b>	<b>Supervisor:</b>	<b>Olivia Raxter/Lauren Dudziak</b>

**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.