Promotion and Assessment Representative

The Promotion and Assessment Representative shall assist with the promotion and assessment of the Office of Campus Recreation and the Wellness Center programs, services and facilities.

General Duties and Responsibilities:

- Create visually appealing promotional materials, advertisements, signage and event flyers for all departmental needs
- Generate publicity for programs/events through social media, the UT plasma screens, word of mouth, and ad production.
- Maintain program Facebook pages with information pertaining to current programs/events; increase awareness and create a larger following for the medium.
- Produce an e-newsletter sent to Campus Recreation and Wellness participants.
- Attend department and University promotional events to represent recreation and wellness and to promote the programs/services offered by our areas to potential incoming students. Such events include, but are not limited to, Operation Recreation, Energii Wellness Symposium, Pirate Fest, Health Fair, and Fitness Week.
- Assist with program learning outcome assessments to help determine strengths/weaknesses and new programs/services our students would like to see
- Take photographs/video for use in print and online materials
- Create logos/artwork for promotional items, T-shirts, and specific program offerings as requested
- Send events to the Student Coordinator of Marketing for the OSLE weekly Global and add events to the Spartan Web calendar.
- Professionally represent the Office of Campus Recreation and Wellness at all times.
- Assist the professional staff with various tasks as assigned

Requirements:

- Solid computer skills are necessary, mostly Microsoft Office Products and Adobe Products (InDesign, Photoshop, Illustrator)
- Ability to work independently and motivate self to accomplish work
- Strong communication skills are necessary for verbal promotion and program assessment.
- Ability to work in a team-oriented environment
- General knowledge of Campus Recreation and Wellness programs on the University of Tampa campus.
- Willingness to work a flexible schedule with 12-16 hours of work per week. Student Employment and Federal Work Study students are eligible to apply.