

## Job Posting Athletics and Campus Recreation

**Position Title:** Campus Recreation and Wellness Marketing Assistant

**Location:** Abbotsford and Chilliwack (CEP Campus); 1 workstudy positions available. Successful candidate must maintain a GPA of 2.0 and be enrolled in 9 credits (6 credits if registered with Accessibility Resource Centre) and not hold any other work study funded positions.

**Duration:** Ongoing; Part-time, on average 10 hours/week

**Wage:** \$12.65/hour + 6% vacation pay + 4% in lieu of statutory holidays

### **Summary**

Working with direction and guidance from the Program Manager, Campus Recreation and Wellness, and in collaboration with Campus Recreation and Wellness Student Assistants and Rec Link Leaders. The Campus Recreation and Wellness Student Marketing Assistant will play a vital role in the promotion of Campus Recreation and Wellness and the enhancement of student engagement on both the Abbotsford and Chilliwack campuses through the development and design of various promotional materials.

### **Job Responsibilities**

- Be a vital role in the collaboration of developing and promoting Campus Recreation and Wellness programs.
- Assist with developing and implementing marketing strategies to promote facilities, programs, services, and special events for the department through and not limited to designing posters, flyers, brochures, advertisements, social media (twitter, Facebook, Instagram, website) and other creative marketing initiatives.
- Produce and distribute news releases, blog posts, and other digital communications, for all Campus Recreation and Wellness programs and events.
- Assist in the development of audio and video productions for Campus Recreation and Wellness
- Adhere to design standards and principles set by UFV's University Relations department.
- Write, edit, and proofread publications
- Assist with website design, development, and maintenance
- Take program and event photos as needed and assist in the maintenance of Campus Recreation and Wellness photo library

### **Qualifications**

- Personal enjoyment of health and wellness
- Strong communication skill, organizational skills, and interpersonal skills
- Self-motivated and ability to work as a team and independently
- Creativity in developing and promoting event ideas
- Strong attention to detail
- A working knowledge of the Adobe Creative Suite is preferred for graphic designers.
- Desirable but not required - currently studying in Marketing, Visual Arts, Graphic Design and Health Sciences

### **How to apply**

Submit one pdf document (cover letter and resume) via email to Cheryl Van Nes - [cheryl.vannes@ufv.ca](mailto:cheryl.vannes@ufv.ca), please reference job title in the email subject line.