

**Marketing Assistant - Public Relations
Wellness and Recreation
NC State University**

The mission of Wellness and Recreation is to inspire a culture of wellness by providing premier, innovative and inclusive programs, services and facilities that promote healthy, active lifestyles to enhance student success.

Wellness and Recreation commits to foster a learning environment for our student employees that cultivate the skills of ethical reasoning, critical thinking, teamwork, initiative and professionalism. Programs and facilities are student run with professional coaching. The goal is to help develop student's transferable skills and create a supportive and challenging environment for them to succeed in and out of the classroom.

Wellness and Recreation is seeking enthusiastic students to assist with communication to the NC State community through news releases, stories and social media.

Responsibilities:

- Produce and distribute news releases detailing Wellness and Recreation programming and special events to both on and off-campus media outlets
- Create content for various social media platforms including but not limited to Facebook, Instagram, Twitter and Spotify
- Complete daily website maintenance
- Monitor data analytics for various social media platforms
- Write current event articles for the Wellness and Recreation website
- Manage assignments through Basecamp content management application to ensure all projects are complete in a timely manner
- Manage and update facility signage as necessary
- Understand and enforce Wellness and Recreation and area specific policies and guidelines
- Attend required trainings
- Develop professional relationships with co-workers, participants and guests
- Uphold and exceed the expectations of Wellness and Recreation: ethical reasoning, critical thinking, teamwork, initiative and professionalism
- Assist as needed in all required departmental functions

Department Required Skills:

- Effective interpersonal communication skills and presentation skills
- Commitment to customer service
- Demonstrate integrity, ethics, and commitment to diversity and inclusion
- Maintain clean, appropriate and professional attire
- Commitment to promoting healthy, active lifestyles

Qualifications and Certifications:

- Current full-time NC State student
- Knowledge of The Associated Press Style writing
- Please include a portfolio or work samples

AA/EOE

NC State is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age,

sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.

Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919.515.3148

Final candidates are subject to criminal and sex offender background checks. Some vacancies also require credit or motor vehicle checks. NC State University participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

For More Information

- Wellness and Recreation Website, wellrec.ncsu.edu

Reports to the Marketing and Communication Specialist and Visual Arts Specialist.