

**Membership and Promotions Internship
Recreational Sports
Bowling Green State University**

Position Summary

The purpose of this position is to assist with the Membership and Promotion of all Programs for the Recreational Sports department.

Essential Duties, Tasks and Abilities

Main Purpose of the job: The purpose of this position is to coordinate the summer orientation program in June and July, develop brochures for public relations of Rec Sports, plan Late Night at the Rec and welcome week events, and assist with membership services for the Recreational Sports department. This individual will also assist in the coordination of the Recreational Sports marketing plan for recruitment of new members from the campus and the community.

Primary responsibilities or key duties of the job (tasks performed regularly):

1. Develop brochures for SRC membership, student programs, and youth and family.
2. Attend, schedule and set up display materials for all recruiting events including O-Reg display, O-Reg evening program at the SRC.
3. Assist with the customer service employees (approximately 20 students).
4. Coordinate late night at the rec event and welcome week programs.
5. Create new bulletin board displays in the SRC and signage in the SRC.

Additional duties (tasks performed occasionally):

1. Attend professional and student staff meetings.
2. Maintain front desk cleanliness.
3. Administer student training.
4. Assist with daily financial reconciliations.
5. Promote the mission of Recreational Sports.
6. May work special events outside of regular operation hours.

Basic Qualifications:

1. Excellent marketing, graphic design, in-design software, and blackboard computer skills
2. Strong customer service skills including interpersonal and presentation abilities
3. Excellent writing skills
4. Attention to detail
5. Creativity
6. Higher education experience (preferred)
7. 3.0 undergraduate GPA
8. Current undergraduate or graduate student

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