Job Description:
The West Chester University SRC Marketing and Graphics intern is employed to provide the following:
1) Primary responsibilities include serving the Campus Recreation professional staff with marketing and graphic promotions to help promote programs, facilities and one day events.
2) Provides guidance and leadership for the day to day management of the Campus Recreation website and social media platforms.
3) Assist with effective and efficient marketing graphic design projects for Campus Recreation Department
4) Work on social media and marketing campaigns as assigned
5) Work with photographer to strategize photos as needed
6) Assist in coordination of campus-wide special events
7) Works directly with Assistant Director, Club Sports and Assistant Director, Intramural Sports.
8) Maximum of 20 hours of bi-weekly pay period

Required Qualifications:
- Currently enrolled in Marketing and/or graphic design at West Chester University of Pennsylvania
- Understanding of basic principles of public relations and marketing
- Willingness and ability to work late nights and weekends
- At least one year of marketing, website design and graphic design

Preferred Qualifications:
- Genuine interest in Campus Recreation
- Ability to make quick and confident decisions to assist in marketing of the Campus Recreation Department
- Candidates should be reliable, self-motivated, and able to perform multiple tasks simultaneously
- Willingness to work in a team oriented atmosphere

Duties and Responsibilities:
- Works on special projects, initiatives, promotions and other programs as needed by professional staff
- Is willing and able to perform job tasks as assigned in marketing and graphic design to serve the Campus recreation Department
- Shows exemplary knowledge and skill on marketing and graphic promotions
- Discusses ideas to help improve the website, social media platforms and marketing of Campus recreation Department
- Takes initiative on marketing of programs
- Knowledge and application of InDesign, Adobe Creative Suite, Photoshop and Premiere