

## **Marketing/Promotions – Graduate Assistant One Position Available**

### **Description:**

The Department of Physical Education, Recreation & Dance is currently seeking a Graduate Assistant in Marketing/Promotions for the academic year to assist the Membership and Marketing Manager with the advertising and publicity of department programs and facilities.

The position includes a flexible schedule of 20 hours a week. The award consists of 8 credits tuition remission per semester and a \$10,000 stipend, paid over a nine-month period.

### **Responsibilities may include but are not limited to:**

- Assist the Manager and Assistant Manager of Marketing/Membership
- Create, design, supervise and produce publications (newsletter, fliers, posters, signs, html communications)
- Supervise tracking and distribution of publications
- Contribute design elements and expertise to FitRec website
- Enhance visual appeal of website and electronic communications
- Contribute to overall marketing of facility and programs

### **Minimum Qualifications:**

- Bachelor's degree from accredited college or university (Public Relations, Advertising, Journalism, Graphic Design, Computer Science, Marketing, or related field)
  - Minimum of one year experience in graphic design, desktop publishing, and/or Web page development required
  - Previous coursework and work experience in design, public relations, advertising, marketing, writing, communication
  - Strong writing/editing skills and careful attention to details required
  - Supervisory experience including training, assigning tasks, and follow up is preferred
  - A portfolio of creative work is required for the interview process
  - Working knowledge of InDesign, QuarkXPress, Adobe Photoshop, Illustrator, and/or WordPress preferred
  - Must be extremely well organized and able to effectively manage a number of projects simultaneously
  - Demonstrate ability to be self-motivated, creative, detail and deadline oriented
  - Must be accepted into a graduate degree program at Boston University
-



## **Application Process:**

Send an email or letter of application including cover letter, resume, acceptance letter, and two current letters of recommendation to:

Kris Covarrubias  
Membership and Marketing Manager  
Boston University, Fitness and Recreation Center  
915 Commonwealth Avenue  
Boston, MA 02215  
617-358-3408 | [kriscova@bu.edu](mailto:kriscova@bu.edu)

Please be prepared to show your portfolio.

---