



Graphic Design/Marketing – Graduate Assistant

One Position Available

Position Opens: June 2026

Description: The Department of Physical Education, Recreation & Dance (PERD) is currently seeking a Graduate Assistant in Graphic Design/Marketing for the academic year to assist the department with the advertising and publicity of PERD 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 stipend of \$381.89 per week.

Responsibilities may include but are not limited to:

- Assist the full-time marketing staff with the planning and execution of marketing initiatives
- Support the overall marketing of the facility and its programs across multiple channels
- Create, design, supervise and produce digital assets, including digital signage, social media graphics, and web graphics
- Develop design elements and provide creative expertise for FitRec-owned channels and marketing campaigns
- Collaborate on social media strategy through trend monitoring and idea generation
- Provide leadership to student marketing team, including project management, task delegation, and coordination of initiatives such as video shoots and project timelines
- Perform other duties as assigned

Minimum Qualifications:

- Acceptance to or enrollment in a graduate degree program at Boston University
- Bachelor's degree from accredited college or university in Graphic Design, Public Relations, Advertising, Journalism, Communications, Computer Science, Marketing, or a related field
- At least one year of experience in graphic design
- Coursework and/or professional experience in design, public relations, advertising, marketing, writing, or communication
- Portfolio demonstrating creative work
- Strong writing and editing skills
- Self-motivated, creative, and deadline-oriented with close attention to detail
- Strong organizational skills with the ability to manage multiple projects simultaneously
- Working knowledge of Adobe Photoshop, InDesign, and Canva
- Supervisory experience including training, task assignment, and follow-up (preferred)

Application Process: In an email, please submit a cover letter, resume, portfolio/work samples, acceptance letter, and two letters of recommendation to:

Haley Krawczyk
Assistant Manager of Marketing
Boston University, Fitness and Recreation Center
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(617) 358-3742 | haleyjo@bu.edu