



YOUNGSTOWN STATE UNIVERSITY
POSITION DESCRIPTION
TRAINING & DEVELOPMENT/ MARKETING Graduate Associate
DEPARTMENT OF CAMPUS RECREATION
ANDREWS STUDENT RECREATION & WELLNESS CENTER

Position Title: Training & Development/ Marketing Graduate Associate

Position Description: Assist in the overall organization, administration and evaluation of the Department of Campus Recreation's student staff training and student development programs. To include assuming the leadership role with the coordination and implementation of all student staff trainings; semester all staff training, semester area specific trainings, semester new hire trainings, make-up trainings, First Aid & CPR trainings as well as those trainings scheduled on an as needed basis. This position will organize, lead and coordinate all student staff meetings and in-services as well as the student staff recognition and evaluation processes. Responsibilities also include researching and recommending student development opportunities for current student staff as well as acting as the lead for the interview and hiring process to include organizing the departmental job fair. This position will assist with revising and enforcing departmental discipline policies/procedures for student staff and patrons, revising department manuals, completing inventory and ordering staff shirts, organizing & creating the evening and weekend on-call facility coverage schedule. Assist with coordination and implementation of graphic design work, marketing material and strategies for the department programs, services, and facilities; maintain oversight and administration of the departments' social media presence (Twitter, Facebook, etc.), assist with departmental special events, represent the department on programming committees across campus, provide supervision to hourly students and event volunteers, distribute marketing materials throughout campus; create and maintain faculty/ staff newsletter, create and send weekly staff email, assist with the set up and staff scheduling of resource tables and promotional presentations for the department, proof read all printed material prior to being published; maintain and update department website (content manager); work with professional staff to evaluate departmental and area specific marketing efforts; order and inventory of promotional items and apparel; Candidates must also adhere to daily office hours, maintain a minimum of one evening facility shift, participate in weekend on-call rotation, act as an executive member of SRAC, assist with front office as needed, and other duties as assigned.

Preferred Qualifications: Strong written and communication skills; ability to organize and coordinate simultaneous projects effectively; ability to edit copy for publications, press releases, and other marketing materials, well-spoken and detail oriented team-player.; experience in developing effective promotional materials for target audiences.; proficient with Adobe desktop publishing software and other media appropriate for producing brochures, ads, flyers, videos, etc. (Adobe Suites: Photoshop, Illustrator, InDesign, PremierPro, etc.); demonstrated proficiency with social media management, graphic design, and web publishing, a strong desire to learn and grow as a professional.

Reports To: Assistant Director, Fitness & Facility Operations
Assistant Director, Marketing, Fitness & Wellness Programs

Contact: Department of Campus Recreation/Andrews Student Recreation and Wellness

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This is a position where the student is hired as a student assistant but the divisional rate of pay must be at least \$12.00 per hour in bi-weekly installments from the actual start date. These Graduate students should be in a supervisory role and/or take on more complicated projects and initiatives for the department. Students must maintain enrollment in at least 18 semester hours of degree-credit course work for the regular academic year, and no fewer than 6 semester hours of degree-credit course work for any one semester. Approval is required to carry more than 12 semester hours of fewer than 6 semester hours in each of the fall and spring semesters. These students may work up to 25 hours per week.

All letters of appointment or removal of appointment will come from the Associate Vice President for Student Experience and a copy of the letter will be forwarded to the Office Student Success and Human Resources.

Located in northeast Ohio, Youngstown State University offers a wealth of activities, events and services to students. With just over 14,000 students and an average class size of 25, YSU presents more than 100 undergraduate majors and 35 master's and doctorate programs as well as easily accessible and dedicated faculty. Additionally, YSU offers internship and research opportunities at both undergraduate and graduate levels. Positioned in the top three of the most cost effective state universities in Ohio, YSU is an investment for which you can be proud you made.

