

CAMPUSREC

Brand Ambassador

Hours Vary (typically 1-5 hours/week) • \$16.63/Hour

3-4 Positions Available – Start Date: June 2025

We accept Federal Work Study Applicants, but not required

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

The Brand Ambassador plays an important role in marketing Campus Rec's programs, services, and offerings. Working as part of the Marketing & Communications team, develop your leadership, public speaking, marketing strategy, and organizational skills, while sharing information about **Campus Rec (CREC)** with the PSU community. Gain valuable insight into what it takes to market large-scale events and programs in an urban university setting. Serve as the face of Campus Rec during events, in the Rec Center facility, and across campus.

Carolina Starrett, Marketing & Engagement Coordinator, carstar@pdx.edu

Duties and Responsibilities

- Represent CREC at recruitment and outreach events across campus, including but not limited to: new student/transfer orientations, admitted student receptions, Viking Day events, student engagement fairs, and departmental events.
- Inform the PSU community of CREC offerings, and raise awareness for CREC services and events.
- Table across campus and at events, providing information about Campus Rec.
- Give tours of the Rec Center facility that are tailored to the audience.
- Give presentations and lead information sessions.
- Assist with marketing and outreach efforts for CREC including social media content creation, brand campaign support, and participation in photo and video projects.
- Maintain and update posters and signage within the Rec Center facility, and distribute marketing materials across campus.
- Design presentations and other outreach materials as needed.
- Collaborate with departments across campus to further CREC's mission, vision, and values.
- Manage and update your Google calendar for work availability and scheduling, and respond to emails and calendar requests promptly.
- Attend required Brand Ambassador team meetings and trainings.

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- Attend trainings and workshops led by various CREC units to gain knowledge that will help you to inspire the PSU community.

Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- Ability to establish and maintain an effective working relationship with other team members and supervisors.
- Ability to interact with vendors, students, and the public to provide information in a polite and efficient manner both in person and on the phone.
- Ability to effectively communicate through email, in person, and with groups of people effectively and in a professional manner.
- Be available for mandatory team training and meetings.

Working Conditions

- Typical Working Hours: As needed for approximately 1 to 4 hour shifts Monday – Sunday 8 a.m. – 10 p.m
- Location of work: Various indoor and outdoor locations on the PSU campus, including the CREC Admin Suite, Rec Center facility, and other locations across campus.
- Type of work: Office work, public speaking, walking across campus and throughout the Rec Center, carrying items that range from small to large, virtual and in-person presentations and meetings.
- Uniform: Campus Rec staff shirt, nametag, and pants/shorts/skirt of an appropriate length.

Minimum Qualifications

- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- Position Specific (Examples: Bloodborne Pathogen Certification, Lifeguard Certification, Instructor Certification, etc.).
- **Must successfully complete a background check**

Preferred Qualifications

- Current Campus Rec staff member

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- Experience working with diverse populations
- Knowledge of PSU
- Experience communicating and public speaking
- Demonstrates positive customer service
- Working knowledge of Google suite
- Ability to manage time and schedule
- Demonstrates initiative and creative problem-solving

Application Instructions

1. Complete our Campus Rec [Job Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crecjobs@pdx.edu with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](#) at ckwong@pdx.edu.

Performance reviews and evaluations are given annually for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: **Ongoing**