Outreach Specialist

5-10 hours/week • $9.05/hour

2-3 Positions Available

The Outreach Specialist position plays an important part in marketing Campus Rec and its events. Working as part of the marketing and outreach team, develop your leadership, public speaking, and organizational skills, while sharing information about Campus Rec with the PSU Community. Gain valuable insight about what it takes to market large-scale events in an urban university setting.

DUTIES AND RESPONSIBILITIES

• Represent Campus Rec at recruitment events across campus including but not limited to: new student orientations, transfer orientation, Viking 101, Campus Life sessions, departmental events.
• Table across campus and at events
• Take students on tours of the Rec Center facility
• Give presentations to PSU classes and at events
• Deliver Campus Rec materials to various departments across campus
• Assist in Campus Rec marketing social media campaigns
• Assist the Marketing and Outreach Student Coordinator with other marketing related activities as necessary
• Attend monthly outreach meetings
• Assist team in meeting monthly goals
• Attend Campus Rec events to take pictures, live tweet, etc.

EXPECTATIONS

• 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 telephone
• Ability to effectively communicate through email, in person, and with groups of people effectively and in a professional manner
• Maintain a 24 hour email response time during all business days

TYPICAL WORKING HOURS

Typical working hours: Monday – Friday, 8am – 5pm, with some hours during evenings and weekends. Must be available during traditional office hours.

WORKING CONDITIONS

• Location of work – Various indoor and Outdoor locations across campus, Admin Suite and Rec Center
• Type of work – standing, public speaking, walking across campus
• Uniform – staff shirt, nametag, and pants, skirt, or shorts, skirts or shorts must be of appropriate length.
MINIMUM QUALIFICATIONS

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (3.0 graduate) and maintain good academic standing during employment
- Commitment to Campus Rec’s mission statement
- Positive attitude
- Strong interpersonal and communication skills
- Must successfully complete a background check

PREFERRED QUALIFICATIONS

- Experience working with diverse populations
- Working knowledge of PSU, with some knowledge of Campus Rec
- Public speaking experience
- Demonstrated positive customer service
- Working knowledge of Facebook, Twitter, and Instagram
- General knowledge of how to operate a still camera

TO APPLY

   o See http://www.pdx.edu/careers/writing-cover-letters for tips on how to write your cover letter.
2. Email application and cover letter to crecjobs@pdx.edu with the subject line Application for Outreach Specialist– last name.
3. You will receive a confirmation email that we have received your application within one week of receipt.

DEADLINE FOR SUBMISSION: 3/7/14 at 5:02 PM

If you need accommodations filling out this application, please contact the Campus Rec Administrative Suite front desk at 503-725-5127 or crecjobs@pdx.edu.

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