

**University of Southern Indiana**  
**Recreation, Fitness, and Wellness Department**

**TITLE: Student Publicity Assistant**

**Job Description:**

Design layout for t-shirts, yard signs, PowerPoint presentations, and promotional flyers. Contact and secure guest speakers, reserve rooms and needed electrical equipment for seminars as scheduled and maintain bulletin boards every week.

**Specific Duties:**

1. Design the layout for marketing materials.
2. Create artwork for incentive prizes.
3. Develop artwork and designs for bulletin boards.
4. Communicate with staff explaining current activity promotions and incentive prizes.
5. Promote participation in our activities through positive attitude and behavior and assist in promoting good public relations by being courteous, friendly, and informative.
6. Attend all monthly staff meetings and check your mailbox and e-mail on a regular basis.
7. Complete other duties as assigned.

**Time Commitment and Pay:**

Working some evenings, weekends, holidays, and breaks are required. Schedules are flexible to meet class schedules. Starting pay: \$7.25.

**Requirements:**

To be considered for this position students must be creative and possess strong computer skills including but not limited to: Microsoft Word, PowerPoint, Excel, Publisher, Adobe Illustrator and Photoshop. Experience with marketing and/or design layout is preferred. 2.5 semester and cumulative GPA.

**Who Should Apply:**

This position provides numerous opportunities to gain skills that are beneficial in a variety of professions. Students from all majors are encouraged to apply.

**Additional Information:**

Stephanie Walden-Schwake  
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