Marketing - Student Event Specialist

**Definition:** The Student Events Specialist serves under the direct supervision of the Marketing Supervisor. Plans, promotes and executes special events and projects.

**Duties:**

Outreach to the campus community about recreation and fitness programs.

Provide frequent updates on Recreation and Wellness' website, Facebook, Twitter, YouTube and other digital and social networking sites.

Promote programs at campus special events.

Meet with programming staff to assist in promoting all areas of CSUSB Recreation and Wellness.

Organize special Recreation and Wellness events which promote the entire department.

Plan all details of event including designating staff, managing promotions, and request signage.

Secure location, equipment and time through Event Scheduling and SRWC.

Create and revise layouts for each event.

Collaborate with on-campus entities to develop events and market. Solicit donations and potential vendors to support Recreation and Wellness Programs.

Serve as a liaison with vendors on event-related matters.

Stay up-to-date on each program area offerings and needs.

Conduct assessment on the effectiveness of our marketing and our programs.

Recruit program participants through field marketing.

Ensure that members leave with a positive impression of the event.

Maintain a high energy level, eye for details, and use effective communications.

Attend all mandatory meetings and workshops.

Learn from mistakes and ask for assistance when necessary.

Other duties as assigned.
**Qualifications:**  Education: Must be enrolled in a minimum of six (6) units at California State University, San Bernardino and maintain a quarterly and cumulative G.P.A. above 2.0.

Skills, Ability and Experience: Must possess strong interpersonal skills, outgoing personality and ability to communicate effectively. Proactive.

**Compensation:** $11.25 - $16.00 per hour.