DIVISION MISSION
Student Affairs provides programs and services that optimize student learning and leadership, builds a safe supportive and welcoming campus community, fosters the emotional growth and personal development of students, and makes a positive contribution to the overall student experience.

DEPARTMENT OVERVIEW
Campus Recreation & Wellness at East Carolina University provides the following programs and services for the campus community: Intramural Sports; Physical Activity & Fitness; Informal Recreation; Club Sports; Adventure Programs; Youth and Family; Aquatics/Safety Services, Wellness, and Special Events.

MINIMUM QUALIFICATIONS
- Must be a current ECU student.
- Must be in good academic standing.
- Working knowledge of current Adobe software (InDesign, Illustrator, etc.)
- Familiarity with Campus Recreation & Wellness, experience with digital photography and editing, and a strong artistic and creative mindset.
- Available to work approximately 10-15 hours per week
- At least one year of part-time experience in a graphic design position.
- Strong leadership skills.

SCOPE OF POSITION
The marketing assistant position directly supports the Coordinator for Promotions and Student Development and the marketing Graduate Assistant. Candidates should possess a high level of initiative, demonstrate confidence in mentoring student interns, and have the ability to professionally interact with full-time and student staff, as well as CRW members.

Responsibilities:
- Design and produce marketing media for Campus Recreation & Wellness including publications, posters, electronic media, signs, advertisements, t-shirts and promotional items.
- Uphold ECU image standards while using trademarked logos, words and colors.
- Provide photography for specific projects as needed.
- Effectively communicate with each client to ensure expectations are being met for each request.
- Recognize conflicts as they arise and resolve them through previous experience and learned conflict resolution techniques.
- Developing one’s own knowledge, performance, and abilities through supervisor and self-reflection
- Uphold integrity and reputation of Campus Recreation & Wellness and East Carolina University, by providing exemplary customer service and leadership to students, staff, and patrons.
- Review the employee manual to be able to effectively remedy situations, while mentally referencing policies, operations and situations that adhere to everyday functions within Campus Recreation & Wellness.

Graphic Designer II:
- Communicate with staff members on various programs which may require marketing materials.
- Advocate on behalf of the graphic designers for conflict resolution.
- Track supply levels of paper, ink, printer parts and other related marketing materials, and notify the supervisor when supplies are low.
- Aid in documenting and monitoring design project deadlines and assist designers in ensuring projects are turned in on time.
- Answer questions designers and staff may have related to design projects and deadlines in a timely manner.

As a result of being a student employee within the Division of Student Affairs, students will have the opportunity to gain the following competencies based on NACE Top Ten Skills Employers Seek and CAS Learning Domains:

- Effective Communication
- Accountability/Integrity
- Self-Awareness
- Effective Reasoning
- Mentorship
- Conflict Resolution
- Teamwork
- Adaptability/Resiliency
- Self-Awareness

DATES OF EMPLOYMENT & COMPENSATION
- Starting hourly rate will be $9.00/hour.
- Reports to the Associate Director for Facilities within Campus Recreation and Wellness.

APPLICATION INSTRUCTIONS
A cover letter and resume must be submitted to Jenny Gregory at gregoryje@ecu.edu.

Note: Federal Law requires proper documentation of identity and employability at the time of employment. It is requested that this documentation be included with your application. East Carolina University is an affirmative action, equal opportunity employer and as such encourages applications from qualified women and minorities.