

*Job ID:	2892442
*Job Title:	Graphics Designer/ Social Media Specialist
 Employer Name:	UMass Boston Athletics & Recreation
No of Openings:	1
Days/hours & duration of job:	Summer (10-15 hrs per-week) & Academic year (15-20 hrs per-week)
Wage/Salary:	\$15.75 - \$17.00/hr
*Job Description:	<p>Under the supervision of the Recreation Programming &amp; Member Services Manager, this position will represent the UMass Boston Recreation department personally, professionally and in a manner in accordance with the mission and goals of the University. The focus of this position is the creation and design of different materials include department flyers, promotional materials, an annual brochure, advertisements, and other print pieces throughout the year. This position will also oversee our social media platforms and tasked with coming up with creative and innovative ways to reach students to inform them about the programs, events, and services offered by Recreation. They may also fill in to take photographs and videos during some programs or events. Both this position and the Photographer/Videographer must work together in accordance with our departments marketing plan.</p> <p><b>List of duties:</b></p> <ul style="list-style-type: none"> <li>• Creation and design of print and web material</li> <li>• Photography</li> <li>• Create social media content for UMB Rec brand.</li> <li>• Grow the number of followers on social media platforms with creative promotions across campus.</li> <li>• Be a UMB Rec brand ambassador.</li> <li>• Collaborate with a team to create a fun and engaging marketing plan and overall communication strategies of our content</li> <li>• Instagram Stories to promote UMB Rec events and programs.</li> <li>• Work in a collaborative team environment with students, staff, and co-workers</li> <li>• Knowledgeable of Recreation and our department polices &amp; procedure</li> </ul>
Prerequisites/ Certifications/ Qualifications:	<ul style="list-style-type: none"> <li>• Adobe Creative Suite, particularly Adobe Photoshop, InDesign, Illustrator, and Adobe Premiere, or similar programs as well as the use of digital photography</li> <li>• Strong understanding of social media and trends on, IG, TikTok, Facebook, twitter etc.</li> <li>• Ability to work some nights and weekends occasionally as needed for major event coverage</li> <li>• Team oriented, professional, collaborative, organized, strong attention to detail, and good communications skills</li> <li>• Ability to multi-task and work efficiently and effectively in a fast-paced and entrepreneurial environment with changing priorities.</li> <li>• Marketing/communications background a plus.</li> <li>• Good grammar skills</li> </ul>
How to apply	<a href="https://www.umb.edu/recreation/student_employment">https://www.umb.edu/recreation/student_employment</a>

Last update 7/20/22