Publicity Assistant
Job Description

Southwestern Intramural and Recreational Activities (SIRA) offers equal employment opportunities for all persons regardless of race, creed, color, national origin, sex, age, disability, or religious belief. SIRA will develop interview questions based on the information in this job description.

Definition and Purpose:

The Publicity Assistant has the responsibility of managing the publicity for SIRA programs. Additionally, all SIRA employees must provide a safe, enjoyable, and service-oriented environment for participants at all times.

Specific Duties and Responsibilities:

- Be knowledgeable and able to articulate SIRA policies.
- Follow the general SIRA policies and responsibilities as outlined to you during staff training
- Develop a relationship with Megaphone staff and write weekly articles for publication in the Megaphone
- Design event flyers, pamphlets, posters and other forms of advertisement for SIRA
- Assist with SIRA Information Tables as needed
- Update campus community about upcoming events through SIRA website, SU TV station, Campus Notices, McCombs Center banners, table tents in the Commons and campus-wide emails
- Participate in SIRA staff training in August before school starts
- Be prepared to occasionally help out with office work or whatever needs to take priority in office, even if it does not involve publicity activities
- Provide motivational ideas for encouraging participation among the campus community
- Perform other duties as assigned by SIRA professional staff members

Required Qualifications:

- Current, full-time student status at Southwestern University

Preferred Qualifications

- Previous publicity experience
- Commitment to student development and leadership
- Ability to provide high quality customer service
- Awareness of, and appreciation for, individual uniqueness and diversity