

# CAMPUS REC

## **Marketing & Communications Student Coordinator – Outreach Specialist**

**10-20 Hours/Week • \$17.64/Hour**

1 Positions Available – Start Date: June 2026 or September 2026

*We accept Federal Work Study Applicants, but not required*

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

The Marketing & Communications Student Coordinator plays an essential role in facilitating the weekly operations of the Campus Rec Marketing Team, building relationships with internal and external partners and thinking strategically to promote recreational wellness. The primary responsibility of this role is split between managing the Brand Ambassadors and supporting overall marketing efforts. This position assists the Senior Coordinator of Marketing & Communications with special projects while working to fill gaps and problem solve in a dynamic urban environment.

Supervisor for this Position: Carolina Starrett, Marketing & Engagement Coordinator, [carstar@pdx.edu](mailto:carstar@pdx.edu)

### **Duties and Responsibilities**

- Responsible for supervising and training the Brand Ambassador team.
  - Initiate Brand Ambassador training upon hire and facilitate onboarding process.
  - Schedule Brand Ambassador shifts on a weekly basis via Zoomshift.
  - Schedule, attend and recruit for campus-wide tabling and engagement activities including resource fairs and other departmental activities and events.
- Assist with the daily operations of the Campus Rec Marketing Team to ensure efficient progress and support.
  - Concept and implement new engagement strategies, activities and promotions.
  - Coordinate with professional and student staff to support program areas with respect to event promotion.
  - Perform administrative duties including timely e-mail response and task management in Asana.

# CAMPUS REC

- Aid in researching promotional products and vendors and recording purchases in marketing budget.
- Schedule and coordinate marketing teams quarterly meetings each term.
- Serve as the main point of contact for various internal and external marketing correspondences.
  - Develop and maintain campus partnerships to initiate collaborative efforts.
  - Assist with managing the Campus Rec Marketing Microsite and respond to marketing Google form submissions.
  - Coordinate Rec Center group tours through website submission form.
- Create and source content through digital marketing platforms.
  - Assist in creating departmental e-newsletters.
  - Send promotional digital signage across campus screens.
  - Assist with live social media coverage and posts.
  - Assist with copywriting and content generation for Campus Rec news articles
- Assist with the recruiting, hiring, and onboarding of Marketing Team members.
  - Facilitate and arrange candidate interviews.
  - Follow up with selected candidates and initiate onboarding processes.

## Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- Hold regularly scheduled office hours
- Ability to write clear, concise and engaging language

## Working Conditions

- Typical Working Hours: The Marketing & Communications Student Coordinator works from the Campus Rec administrative office, which is typically open from 8AM – 5PM Monday through Friday. Office hours will be constructed by term, with the input and preference of all members of the Marketing Team and department needs. Office hours will be decided at the end of each term for the following term. Work may be completed remotely from outside the office as long as scheduled in-office hours are met.
- Location of Work: Office environment in Campus Rec located at 1800 SW Sixth Avenue Portland, OR 97201
- Type of Work: Flexible options for some remote work to be completed outside the office

# CAMPUS REC

## Minimum Qualifications

- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- **Must successfully complete a background check**

## Preferred Qualifications

- Strong interpersonal and communication skills
- Prior Campus Rec work experience
- Pursuing a degree in Marketing, Communications, Public Relations, or the like
- Strong public speaking skills and presentation experience
- Experience in staff scheduling and team management

## Application Instructions

1. Complete our Campus Rec [Job Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
  - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
  - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu) with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at [ckwong@pdx.edu](mailto:ckwong@pdx.edu).

Performance reviews and evaluations are given 6 months for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance.

# CAMPUS REC

Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

**Deadline for Submission: Wednesday, May 13<sup>th</sup>, 2026 at 5pm;** Applications received after the priority deadline will be reviewed if the position has not been filled.