



APPALACHIAN STATE UNIVERSITY
University Recreation (UREC)
Communications Team

The **Communications Team** is primarily responsible for assisting in the execution of the department's communication plan. This includes delivering UREC content with others in mind, collecting stories to share with others, and making connections with other students through attending campus events, meeting student organizations and clubs, etc. with the goal of sharing opportunities of UREC programs and services with people to be able to authentically invite individuals to participate with University Recreation. The Communications Team will support all areas of University Recreation.

Supervisor: This position will report directly to the **Coordinator for Communications and Engagement**

Hours: The **Communications Team** will work between 5-10 hours per week during the academic year (up to 35 hours per week during summer sessions)

Salary: \$9.50

You will succeed at UREC if you are committed to:

- Explore to find the best of you
- Bring your positive and constructive attitude
- Connect with others
- Be a team player
- Embrace and inspire an inclusive, vibrant, active, and healthy community
- Work in a flexible schedule that may require some evenings, weekends, and designated holidays

Join our team

Appalachian State University (App State) invites interested applicants for the position of **Communications Team** to become a part of the University Recreation (UREC) team as we facilitate an environment where recreation and wellness opportunities transform, engage, and care for the App State community.

Who we are

UREC fosters healthy lifestyles for lifelong wellbeing. You will join a UREC team that is creating an exciting environment, values collaboration, innovation, and is welcoming to all App State students, faculty and staff. We are creating a risk-taking workplace that supports the voices and contributions of employees at all levels, listens, and responds to our community. At UREC we believe in a UREC community with opportunities for everyone, with everyone. Learn more about us at this [link](#).

Responsibilities include, but are not limited to:

- Support team members through celebrating differences and sharing experiences.
- Understanding the UREC philosophy and connection approach.
- Communicate UREC opportunities of current and upcoming programs and services.
- Assist with research, creation, and posting content for online platforms to include the website, social media, Engage, and other electronic means.

- Assist with maintaining current facilities dressings for timely information and usage of correct templates/outlines for postings.
- Assist with collecting stories through tabling around campus, taking photos and attending various events, and making connections while working.
- Design print and digital media in accordance with the UREC Brand Book.

Required qualifications:

- Dedication to University Recreation and a desire to support its [Mission, Vision and Values](#).
- Experience with and general knowledge of social media, graphic design, photography, videography, or tabling.

We are committed to facilitate your learning journey and create unique opportunities for your career and self development in the following areas*:

- Self-awareness
- Communication
- Critical Thinking
- Equity, Diversity, and Inclusion
- Leadership
- Professionalism
- Teamwork
- Health & Wellbeing

* Reprinted courtesy of the [National Association of Colleges and Employers](#).

How to apply:

- To apply for positions, please visit our [website](#).
- For questions, please call (828) 262-6304 or email Emma Herbert, Coordinator for Communications and Engagement at <mailto:herbertem1@appstate.edu>.

Please be aware that to be eligible for student employment with UREC, you must be a current student enrolled at Appalachian State University and in good academic standing.

Office of Disability Resources Accommodations: Appalachian State University is committed to providing an inclusive experience, accessible learning [and working] environments and equal opportunity to individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Individuals needing reasonable accommodations should contact the Office of Disability Resources (828) 262-3056 or odr.appstate.edu.

AA/EEO Statement: Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The University does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex (including pregnancy), gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

* This position is available for Federal Work Study *