

Marketing Assistant

The Purpose of the Marketing Assistant is to create engaging social media content to promote UCLA Recreation programs and facilities. The candidate will work closely with different unit program coordinators to create and implement social media campaigns. Be a UCLA Recreation brand ambassador.

Job Qualifications

Required

- Currently enrolled as a UCLA Student
- Professionally represent UCLA Recreation
- Complete a background check
- Knowledge of various social media platforms
- Demonstrate excellent oral and written communication skills

Preferred

- Comfortable using social media content management programs
- Work in a collaborative team environment
- Basic photo editing experience

Job Expectations

- Stay up-to-date on different UCLA Recreation program area needs.
- Create, schedule, and post engaging content for various UCLA Recreation social media platforms.
- Participate in brainstorming of ideas for social media campaigns and other promotional efforts.
- Assist with creating a social media and promotions calendar for the academic year.
- Monitor, listen, and respond to users on social media by engaging in dialogues and answering questions where appropriate.
- Grow the number of followers on social media platforms with creative promotions across campus.
- Promote programs at campus special events.
- Prepare materials for campus special events and tabling opportunities.
- Research social media trends and present to staff.
- Maintain regular and frequent communication with Coordinator.
- Perform other duties as assigned.

Pay Rate

- \$15 per hour

Apply and Contact:

To apply, please complete the application found on Handshake.

Please direct any questions about this position to Vanessa Mejia at vmejia@recreation.ucla.edu.

