

Department of Recreational Sports New Media Journalist (Advancement & Assessment)

The Department of Recreational Sports at Oregon State University is committed to achieving excellence through cultural diversity and actively encourages applications from women, persons of color, and individuals from other underrepresented groups. Interview questions will be developed based on the information in this job description. This position is available to individuals that demonstrate exceptional leadership skills, understanding of risk management and have maintained clean and positive employee files.

Department of Recreational Sports Mission Statement:

We strengthen the University by providing quality recreational and educational opportunities that foster healthy living.

Definition and Purpose:

The Advancement Team at Recreational Sports generally works to encourage well-being and healthy behaviors in the OSU community. Through visual displays, social media forums, and personal interaction, the team invites/welcomes all students, connects them with others who share an interest, and engages them in recreational activity.

The New Media Journalist is the 'beat writer' for all activities Recreational Sports. This student builds our community by telling the many stories of Recreational Sports' values, activities, and participants.

Department of Recreational Sports Employee Expectations:

- Model, promote and consistently enforce policies for the Department of Recreational Sports.
- Effective and respectful communication with colleagues and supervisor, including timely email response and identification of barriers to success
- Maintain required certifications.
- Attend all orientation sessions, staff meetings, and in-service trainings.
- Maintain and promote a safe and fun environment for all participants and staff.
- Provide quality customer service to all patrons.
- Follow-through on all commitments and assigned tasks.

Position Duties and Responsibilities:

- Plan and write stories that support the established promotion plan
 - Post/Publish at least one story every two weeks
 - Ensure journalistic newsworthiness
 - Take complementary photos
 - Solicit input and feedback from colleagues to ensure clear, concise, and accurate messaging that engages the audience and enhances the Department brand
 - Leverage colleagues for required proofreading of every publication/post
- Post to Instagram, Pinterest, and Twitter to maintain engaging and dynamic social media sites for the department
- Write promotional feature stories about OSU community
- Represent the department at special campus events and information fairs
- Other duties, as assigned

Preferred Work and Extracurricular Experience:

- Proficiency with the following software/interface: MS Office Suite (Word, Excel, etc.); New Media (primarily Facebook).
- Demonstrated ability to organize and complete tasks.
- Demonstrated ability to work independently and as a team.
- Demonstrate proficiency at engaging others in conversation.
- Excellent oral and written communication skills.
- Awareness and appreciation of individual uniqueness and diversity.

Education:

Must be a currently enrolled system/non-system student.

Certifications:

First Aid, CPR/AED for the Healthcare Provider and DRS Bloodborne Pathogens certifications will be required before employment begins.

Period of Employment:

One academic year (contingent employment is dependent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by immediate supervisor). 8-15 hours per week. Early morning, late night, and weekend hours may be required. Summer employment is negotiable.

Compensation:

Student employees are paid an hourly wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay ranges based upon job duties, level of responsibility and complexity of the work to be performed.