Position: ASG Public Relations

Pay: $17 per hour – 12 hours weekly

Basic Functions: ASG Public Relations officer is responsible for the production of CLA publications, with the goal of promoting campus life and activities within the college community

Specific Duties and Responsibilities

a. Create marketing materials (flyers, etc.) for Campus Life and Activities and its subsidiaries
b. Assist ASG Executives with flyer production for events and distribute posters on campuses as needed/requested
c. Organize and oversee all ASG media relations, advertisements, posters, etc.
d. Market and promote all ASG programs and services through various mediums
e. Learn and follow accessibility standards for all published communications
f. Advise and inform ASG on media matters
g. Photograph ASG and club activities and events
h. Provide reports on progress of PR projects at ASG meetings
i. Work with the Event Coordinator to ensure all student life activities are well advertised through all mediums
j. Develop PR strategies and campaigns
k. Collect and review Graphic Design Request Forms and complete requests

Requirements of every ASG Officer:

- Show up to work on time and work all of your scheduled shifts
- Check your ASG email at the start of each workday
- Attend the General Assembly, Executive and President’s meetings
- Attend monthly 1-on-1’s with the ASG Advisor
- Initiate and complete one major project per year
- Actively serve on councils and committees as assigned and report on them at Executive meetings
- Turn in unofficial transcripts and schedules during the first week of each new quarter
- Recruit 3 new ASG applicants per year
- Perform classroom visits with VP’s as needed/requested
- Attend and assist with New Student Orientation
- Chair committees as requested/needed
- Participate in all ASG events
- Attend summer training and CUSP Student Leadership Conference
- Review meeting minutes prior to upcoming meetings
- Help other ASG executives as needed
- Archive your work in the form of a legacy folder