



ASC TECH DIRECTOR

Marketing & Communications

DESCRIPTION

This person is responsible for maintaining appearance and content of the ASC webpage. Additionally, this individual will be the student government in-office technical support and acting liaison to Institutional Technology. This person reports to the Vice President of Marketing & Communications. They will work directly with our marketing team to implement creative technology fueled initiatives, reflecting the brand and aesthetic of ASC.

QUALIFICATIONS

It is suggested that this person be familiar with HTML, XML, CSS and JavaScript. This individual should also be familiar with both Mac and PC platforms and willing to provide technical assistance in the ASC offices.

Applicants must be full-time students (minimum of 12 credit hours) in good standing with George Fox University for the duration of the time they hold their position. A minimum cumulative GPA of 2.5 is required at the time of application and must be maintained for the duration of the position.

RESPONSIBILITIES

- Weekly update of online events calendar
- Keep online posting of Committee minutes up to date as provided
- Update as necessary the biographies and web pages of Central Committee members and sub-committee
- Maintain and update the Official Clubs and Recognized Groups webpage regularly
- Work with Supreme Court Chief Justice for online voting during every election throughout the school year
- Work with Editor of Crescent to maintain online newspaper
- Work with KFOX staff to maintain the KFOX website
- Meet with ASC Public Relations Director bi-weekly
- Maintain working relationship with Institutional Technology
- Meet tri-semesterly with Institutional Technology
- Maintain steady office hours
- Coordinate the selection of new ASC Web Editor
- Attend all forums as requested by Central Committee
- Abide by all GFU community lifestyle standards as outlined in the Student Handbook

APPLY ONLINE – ASC.GEORGEFOX.EDU

TIME COMMITMENT

- 10-15 hours weekly (including nights and weekends)
- For payment inquiries, visit the ASC offices