



## Vice President of Marketing and Communications

### **DESCRIPTION:**

This person is responsible for overseeing *The Crescent*, *L'Ami*, KFOX, and Marketing of ASC. This position supervises a large staff and requires a great deal of inter-departmental communication, team building, and knowledge of a wide range of areas. Even though he/she is not in charge of any one department, he/she is involved with the budget of all departments.

### **QUALIFICATIONS:**

This person is strongly encouraged to have held a director, editor, or assistant editor position for one year, must be very well organized, able to have several very important projects going on at once and have strong communication skills. This person should be assertive, able to represent views and opinions other than his/her own, be willing to help other Central Committee members with projects, and able to work with a wide range of people on a variety of projects. A minimum GPA of 3.0 is required.

### **TIME COMMITMENT:**

15-20 hours per week (approximately, including minimum office hours).

### **GENERAL RESPONSIBILITIES:**

1. Hire the head of each of the four subcommittees (The Crescent, L'Ami, KFOX, Public Relations).
2. Help each subcommittee head hire staff for their subcommittee.
3. Assure that each of the Communications subcommittees operates effectively.
4. Work with the Central Committee and other organizations to acquire the resources necessary for each subcommittee to succeed.
4. Meet with each subcommittee head every other week or as necessary.
5. Oversee the budgeting process of each area within the departments (signing check requests, balancing budgets, etc.).
6. Coordinate with subcommittees to keep the Communications Hallway clean.
7. Communicate with outside professionals on topics relevant to the improvement and effective operation of the Communications subcommittees.
8. Motivate and encourage staff members.
9. Provide extra manpower on the Communications subcommittees doing work outside of Vice President of Marketing and Communication's job description as necessary.
10. Ensure the smooth coordination and teamwork of the Communications subcommittees with one another.
11. Lead a meeting of the Communications subcommittee heads at least once each semester.
12. Work with subcommittee heads to develop the scope and quality and ambitions of their work.
13. Plan and prepare for the future of each subcommittee and the Communications Department in general.
14. Meet twice a month with the ASC Advisor and ASC President.
1. Meet with the Tech Director bi-weekly.

### **CENTRAL COMMITTEE RESPONSIBILITIES:**

1. Attend weekly Central Committee meetings (approx. two hours).
2. Submit a written monthly report by the last day of each month.
3. Abide by all GFU community lifestyle standards as outlined in the Student Handbook.
4. Attend all leadership forums as required by Central Committee.
5. Attend Leadership Training and In-Service.
6. Have scheduled office hours (10 hours per week minimum).
7. Required to participate in at least one University Committee.

**HONORARIUM:** Inquire at the ASC offices.