ASCU Job Description
Associated Students of Colorado State University

**Director of Graphic Design**

Shall receive compensation of $7200 over the Fall and Spring semesters combined and $800 over the Summer.

**General Eligibility:**
All applicants for the Director of Graphic Design shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office. Applicants should have a GPA of 2.25 minimum, but 2.5 cumulative preferred.

**General Responsibilities:**
The ASCSU Director of Graphic Design is responsible for creating an effective ASCSU brand that informs students about the purpose, functions, and programs of the organization through Graphic Design. It is important that the Director of Graphic Design is familiar with marketing/promotional concepts and practices, common graphic design platforms and software.

**Supervision:**
The Director of Graphic Design is directly accountable to the Students of Colorado State University via the President of ASCSU, Vice President of ASCSU, and Chief of Staff of ASCSU.

**Summer - Job Specific Tasks and Responsibilities:**
- Contribute 10 hours per week during the summer period.
- Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
- Become familiar with current and incoming student demographics for purposeful marketing.
- Become familiar with CSU branding policy, CSU creative services, and COLAB.
- Collaborate with the Director of Marketing Strategy and the Director of Multimedia to develop a comprehensive ASCSU media strategy for all branches to present to the President and to be implemented during the school year.
- Collaborate with Director of Marketing Strategy, Director of Multimedia, and Director of Traditions & Programs to plan out marketing campaign for fall events including Homecoming and Grill the Buffs.

**Fall/Spring - Job Specific Tasks and Responsibilities:**
- Contribute a minimum of 20 hours throughout the workweek, 15 hours of which are required inside the ASCSU Office. Work as many extra hours needed to fulfill job duties.
- Assist the Director of Marketing Strategy in accomplishing department goals and tasks.
- Attend weekly Department of Marketing meetings (time TBA).
- Collaborate with Director of Multimedia and Director of Multimedia to create purposeful promotional materials for ASCSU.
- Be competent with vector based design, Photoshop, and multimedia content editing.

**General Tasks and Responsibilities:**
- Attend the mandatory ASCSU Fall Retreat on **August 11th, 12th, and 13th** as well as the mandatory ASCSU Spring Retreat **January 20th**. Attend mandatory ASCSU Executive Cabinet Leadership Retreat on **May 22nd**. Attend SLiCE P-Card training **May 23rd**.
- Be competent with developing and maintaining social media based communication and strategies.
- Work to promote the mission of ASCSU both internally and externally.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Executive Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.
- Assist the President, Vice President, Chief of Staff, Director of Marketing Strategy, or Director of Multimedia in any additional assigned tasks as necessary.

**Basic Qualifications:**
- Ability and interest to represent students of Colorado State University.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Knowledge of Adobe Creative Suite and copy editing strongly preferred.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

**APPLICATION ON NEXT PAGE**
2017-2018 ASCSU Executive Branch Cabinet Application

Thank you for considering a position in the 2017-2018 Associated Students of Colorado State University (ASCSU) Executive Branch. Please take the time to read the job descriptions and carefully select the jobs you wish to apply for. There is no limit on the number of positions for which you may apply. Salary stipend details for paid positions are made available in the individual job descriptions.

PLEASE NOTE: Several positions REQUIRE summer availability. Summer stipends will be made available.

The application period will open on June 5th, 2017, and closes on June 19th, 2017. Interviews will begin on a rolling basis and applicants will be contacted on their application status no later than June 20th, 2017. Candidates that are invited to interview may sign up for an interview slot at the ASCSU Office Front Desk (LSC Room 206) in person or by calling 970-491-5931 8am-5pm.

All interview candidates MUST complete an interview to be considered for a position within next year’s Administration. Various interview slots in the mornings, afternoons, evenings, and weekends will be made available on a rolling basis through Saturday, June 20th, 2016.

Please take note of the location of interviews (Lory Student Center Room 206) when you sign up for the slot. Interviews will last approximately 20 minutes and will be conducted by:

President-elect Josh Silva and Vice President-elect Michael Wells

Please submit applications as well as any questions to the ASCSU Front Desk via e-mail at ascsu_front_desk@mail.colostate.edu. Complete applications consist of:

- Application form
- Resume
- Unofficial transcript that reflects current cumulative GPA.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Applications may be submitted to the front desk (typed or printed) or electronically (Word or PDF) to ascsu_front_desk@mail.colostate.edu. Paper copy of applications will be available at the Front Desk if needed. Please keep this page for your reference.
2017-2018 ASCSU EXECUTIVE CABINET
APPLICATION

Applications may be submitted to the front desk (neatly handwritten or
typed and printed) or
electronically (Word or PDF) to
ascsu_front_desk@mail.colostate.edu.

*Please include a copy of your current resume and your unofficial transcript
(available on RAMweb).*

PERSONAL INFORMATION

Full Name:
Name:
Name:
Prefered E-mail:
Address:
Phone Number(s):
Okay to Leave Voicemail?

YES__NO______ Preferred Pronouns (optional):

Major/Minors:
Minor:
APPLICATION QUESTIONS (Answer All)
Type your answers on a separate piece of paper, or below. (150 word limit each).

1) What does servant leadership mean to you?

2) What drew you to apply for this position within ASCSU?

3) If applying for a position that requires a summer work commitment, please discuss your full summer availability (May 15\textsuperscript{th}-August 20\textsuperscript{th} 2017).
CSU’s Non-Discrimination Statement

Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. The University complies with the Civil Rights Act of 1964, as amended, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, the Age Discrimination in Employment Act of 1967, as amended, The Pregnancy Discrimination Act of 1978, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the ADA Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity of employment and admission shall be extended to all persons. The University shall promote equal opportunity and treatment in employment through a positive and continuing affirmative action program for ethnic minorities, women, persons with disabilities, and veterans. The Office of Equal Opportunity is located in 101 Student Services.

CSU’s Background Check Statement

Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.