ASCSU Job Description
Associated Students of Colorado State University

**Deputy Director of Graphic Design**

Shall receive compensation of $7400 over the Fall and Spring semesters combined and $800 over the Summer.

**General Eligibility:**
All applicants for the Deputy 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 Deputy 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 Deputy Director of Graphic Design is familiar with marketing/promotional concepts and practices, common graphic design platforms and software.

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

**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 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 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, 10 hours of which are required inside the ASCSU Office. Work as many extra hours needed to fulfill job duties.
- Attend Cabinet on Wednesdays from 5:00-6:00 PM.
- Assist the Director of Marketing in accomplishing department goals and tasks.
- Attend weekly Department of Marketing meetings (time TBA).
- Collaborate with Director of Marketing 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 10th, 11th, and 12th as well as the mandatory ASCSU Spring Retreat (date TBD). Attend mandatory ASCSU Executive Cabinet Leadership Retreat on May 14th. Attend SLiCE P-Card training May 15th.
- Attend other mandatory trainings as directed.
- Perform other tasks as assigned.
- Attend regular meetings with a member of the Office of the President.
- 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, or the Director of Marketing 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. Job Description subject to change.