

ASSOCIATED STUDENTS

Publicity Center

Digital Signage Content Manager

Statement of Purpose:

The AS Publicity Center (PC) provides promotional services such as graphic design, printing, media coordination, internet facilitation, distribution, photography, and AS Review coverage to students, student organizations, and some campus departments. The PC Digital Signage Content Manager is responsible for the timely management and design of informative and promotional graphics for wide-screen digital displays on campus.

Terms of Position:

Position starts at the beginning of Summer quarter and ends the Friday of finals week the following spring quarter. This is a four quarter position. The position does not typically work between quarters during intercessions.

Wage:

Level II (hourly). The position requires an average of ten (10) to fifteen (15) hours per week, and no more than sixty (60) hours per month.

Reportage:

Publicity Center Digital Signage Content Manager reports to the Publicity Center Coordinator.

Qualifications:

1. Must maintain a minimum of ten (10) credits for undergraduates and eight (8) credits for graduates during employment.
2. Must maintain a minimum cumulative grade point average of 2.00.

Recommended Qualifications:

1. Working knowledge of and interest in publicity, communications, graphic design and advertising.
2. Experience in the design of promotional materials for the web.
3. Knowledge of PC based computer-generated graphics.
4. Organizational and time management and client communication skills.

Responsibilities:

1. Design and/or prepare promotional advertisements to be displayed on wide format screens across campus.
2. Work with Publicity Center designers to assure their designs can be implemented for the digital signage system.
3. Work with Publicity Center staff to develop systems for scheduling ad placement.
4. Maintain accurate records, including timelines, begin and end dates, and client contacts for all advertisements running on the digital signage system.
5. Attend staff meetings and training as required or requested by the Publicity Center Coordinator.
6. Generate ideas for improving and furthering the position.
7. Perform other duties as needed or assigned.
8. Work with your direct supervisor to complete the hourly evaluation process as outlined by the Personnel Director.
9. Keep accurate track of work hours and submit them on time.

The Associated Students is an Equal Opportunity Employer.

Job Descriptions are subject to change in accordance with the A.S. Employment Policy.