The primary responsibilities of the Apartment Life Communications and Media Staff (CMS) include working on the newsletter, promotion, and publicity of events. The CMS (Graphic Design) will focus primarily on creating flyers, posters, website, brochures, invitations, and other publicity materials as requested. These publicity items are to represent programs sponsored by Apartment Life, Central Programming, and the apartment areas. All materials should be high quality, creative, and should reflect the Apartment Life mission and its commitment to a diverse community. This position will report to the Coordinator of Central Programs and Staff Development.

❖ **Meetings and Training:**
- Participate in all weekly staff meetings and other meetings as designated by the Coordinator, Managers, or the Assistant Director.
- Participate in bi-weekly contact meetings with supervisor.
- Participate in all staff training sessions, retreat, and workshops during summer and in January.
- Attend additional trainings upon request of Coordinator or Assistant Director.
- Attend social media training.

❖ **Communication with Residents, Staff, Coordinator and Managers:**
- Participate in an annual staff performance evaluation.
- Be available so that staff feels comfortable approaching you.
- Work with staff to develop timelines and deadlines to be observed by all in the production of materials. Adhere to these established timelines and deadlines.

❖ **Primary Responsibilities:**
- Develop an understanding of Apartment Life’s purposes, goals, philosophy, and community development approach.
- Establish a positive and cooperative relationship with all Apartment Life and Housing and Dining staff.
- Create publications and advertisements for Apartment Life staff member’s programs as well as larger campus events.
- Continually improve the quality of Apartment Life publicity materials and promote staff use of the CMS (Graphic Design) position.
- Assist Apartment Life/Housing in marketing and public relations.
- Develop the ability to use publication and design software and work towards its full utilization in the production of publicity materials. For example: InDesign, Adobe Photoshop & Illustrator, web design software, and Power Point.
- Serve as back up to the CMS (Newsletter), and aid with any other Central Programming needs, and other duties as assigned.
- Assist with organizing staff development activities and participate in the planning and implementation of Central Program events, including monthly FACs (average of two per month).
- Encouraged to attend other leadership training opportunities on campus.
- Assist with organizing staff development activities.
**Administrative Responsibilities:**
- Be knowledgeable of, and support, Housing and University policies.
- Complete an evaluation after each program.
- Author several newsletter articles per year for the Keeping in Touch publication.
- Submit weekly and bi-yearly progress reports to the supervisor.
- Act as a liaison for area staff and the Durrell Center Resource Room for two to three hours a week during the summer months (June-August) and during breaks.
- Develop a filing system that assists in production and record keeping. This includes maintaining a file of past materials on electronic archive storage (CDs and USB thumbs) as well as backup hardcopies.
- Keep informed and updated on software, hardware and computer skills that would enhance the production and performance of designated responsibilities.

**Terms, Eligibility and Compensation:**
- Contact information will be public to our residents and administrative staff.
- CMS are University employees and must abide by all University policies including the Student Conduct Code.
- Work 15-20 flexible hours a week in the office at the Palmer Center as well as other functions that directly relate to the tasks at hand outside of traditional office hours.
- Inform management of other employment and/or educational commitments or any change in their availability.
- Compensation is at an hourly rate. Starting pay range is $8.00-$10.00 per hour and will be determined by the Coordinator and the Assistant Director of Apartment Life.
- CMS (Graphic Design) is covered by worker compensation in case of work related injury.
- Must satisfy a background check.

**Contractual Agreement:**
- The CMS position is a one year contract. The contract starts on in June or July and ends in May or July of the following year, per agreement upon hire. Renewal of the contract is based on performance and the discretion of the Coordinator.
- The state of Colorado has an at will employment policy. The CMS appointment may be revoked by the University at any time and for any reason.
- During the employment year, a CMS may take up to 20 days of absence from his or her duties. The CMS is not paid for any unused days of absence. All absences must be approved in advance of any travel arrangements.
- One absence day is counted for missing scheduled hours or attending a critical responsibility, such as staff meeting, training, committee meeting, or major programs.