The primary responsibilities of the Apartment Life Communications and Media Staff (CMS) include primarily working on the newsletter, promotion, and publicity of events. The CMS will create the design and layout of each newsletter, edit the articles submitted for the newsletter, and distribute the two monthly newsletters, *Keeping In Touch* (print newsletter) and *The AL Star Chronicles* (newsletter for Apartment Life Staff). The CMS may also be asked to write pieces for both newsletters as well as for the Central Programs website. They will also serve as back up to the CMS focusing on graphic design to create fliers and posters. 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.

- **Communication with Residents, Staff, Coordinator and Managers:**
  - Establish a positive and cooperative relationship with all Apartment Life and Housing and Dining staff.
  - Be available so that staff feels comfortable approaching you.
  - Collaborate with staff to develop the newsletters timelines and deadlines
  - Adhere to established timelines and deadlines.
  - Participate in an annual staff performance evaluation.

- **Primary Responsibilities:**
  - Edit newsletter articles submitted by Apartment Life Staff.
  - Organize articles and images into the newsletter template.
  - Submit newsletters for publishing.
  - Distribute newsletters to on and off-campus affiliates.
  - Improve the quality of Apartment Life newsletters through editing, writing, and designing.
  - Develop and encourage the staff to write creative and resourceful stories to be included in the newsletter.
  - Follow up with and assist staff members with writing their newsletter articles when necessary.
  - Serve as back up to the CMS (Graphic Design), and aid with any other Central Programming needs, and other duties as assigned.
  - Assist Apartment Life/Housing in marketing and public relations.

- **Administrative Responsibilities:**
  - Develop an understanding of Apartment Life’s purposes, goals, philosophy, and community development approach.
  - Be knowledgeable of, and support, Housing and University policies.
  - 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).
  - Attend other leadership training opportunities on campus.
  - Complete an evaluation after each program.
- Author several newsletter articles per year for both publications.
- 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 possible articles and fillers, as well as copies of previous newsletters, area pages, events pages and children’s pages both on electronic and hardcopy files.
- Keep informed and updated on software, hardware and computer skills that would enhance the production and performance of designated responsibilities.
- Ensure that printing and purchase of other newsletter materials stay within allocated budget.

Terms, Eligibility and Compensation:
- Applicant must be enrolled in CSU as a degree seeking student.
- 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.
- Community Coordinators must inform management of other employment and/or educational commitments or any change in their availability.
- Work 15 to 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.
- Knowledge and experience with In Design and Publisher is desired.
- 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 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.