

Associated Students, Inc. of California State University, Fresno

COMMUNICATIONS COORDINATOR – ASSOCIATED STUDENTS, INC.

JOB ANNOUNCEMENT #18-932

POSITION SUMMARY:	<p>Communications Coordinator – Part-time, temporary position with Associated Students, Inc. of California State University, Fresno. Under direction of the ASI Director of Operations, the Communications Coordinator is the primary position responsible for the delivery of the various communications and marketing strategies of Associated Students Inc. (ASI). The position requires good rapport and close working relationships with the Executive Team, ASI Staff, and campus community members. Incumbents of this class must possess maturity, sound judgment, initiative, organizational skills, event management skills and the ability to communicate effectively. Incumbents must also possess active loyalty, effective interpersonal relationships at all organizational levels and with the public, and knowledge and understanding of Associated Students, Inc. objectives and priorities.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the ASI Director of Operations, the incumbent will be responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Oversee ASI Communications including: media relations, marketing, graphic design, public relations, social media, website maintenance and The Bulldog Blog. • Select, train, supervise, and evaluate student employees and volunteers. • Develop and implement marketing strategies for projects and programs. • Receive and screen visitors and telephone calls, providing information and resolving complaints, which regularly require the use of judgment and the interpretation of a variety of policies and procedures. • Create expense proposals and budgets as they relate to projects while maintaining appropriate records for accounting purposes. • Prepare correspondence, memorandums, and reports; review media/marketing materials for completeness, accuracy, formatting compliance with policies and procedures, and appropriate English usage and University standards. • Provide support by scheduling and preparing materials for meetings, and when requested maintaining minutes of discussions and actions taken or required. • Keep up with emerging trends in technology for purposes of enhanced communication and interaction with the student membership. • Working effectively in a fast-paced, multiple-task, and multiple-interruption environment and successfully complete many different tasks accurately and in a timely manner. • Conducting a variety of special projects. • Other duties as assigned.
REQUIREMENTS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High school diploma or GED. • At least one (1) year experience in related area. • Ability to work in a fast paced high volume environment. • Proven experience and skill in project management. • Demonstrated ability to work in a team-based environment and to work collaboratively with other professionals. • Ability to coordinate work within a team to complete assigned projects. • Demonstrates professional writing with the ability to edit and synthesize material from other staff. • Proficient in team based internal communication and demonstrates high standards in customer service in external communication, i.e. friendly, professional and respectful. • Experience in with creating marketing materials, newsletters and various email and social media campaigns. • Ability to delegate work.

	<ul style="list-style-type: none"> • Fluent in computer skills, including word-processing and social media applications i.e., Microsoft Office, Adobe Suite (InDesign, Photoshop, Illustrator), Instagram, Twitter, Facebook, Snap Chat, etc. • Ability to work independently with minimal supervision. <p>Preferred</p> <ul style="list-style-type: none"> • Bachelor’s Degree from a four (4) year college or university in Communications, Marketing or closely related field.
COMPENSATION:	\$16.00-\$18.00 per hour; DOE. Salary will be commensurate and competitive with experience and qualifications.
DEADLINE:	Application review begins June 20, 2018; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT COMPLETE APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the Associated Students, Inc. of California State University, Fresno. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER