Position Purpose: To provide Southeast Campus with effective means of communication, promotion and support between staff, faculty, and students. Maintain all ASPCC Southeast websites and social networking site.

Qualifications & Responsibilities: Knowledge and skill with Adobe Photoshop and Illustrator or contribute is a plus. Ability to manage tasks. An interest in grammar and effective editing.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
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<tbody>
<tr>
<td>Provide Print and Electronic Communications for PCC Southeast Campus</td>
<td>Create effective means of electronic communication in order to provide outreach and awareness to the community and to test and improve the effectiveness of communication activities. Manage the development and maintenance of all electronic materials including flyers, posters, ASPCC Southeast website, and social networking sites. Assisting in promoting events for ASPCC Southeast, Faculty, and Staff.</td>
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<tr>
<td>Assist the ASPCC Team with Creation of Promotional Materials</td>
<td>Provide assistance to the Student Leadership Team in the process of designing promotional materials. Advertise and promote events timely and effectively through electronic communication. Work and cooperate with communication specialist.</td>
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<tr>
<td>Serve and Support the ASPCC team</td>
<td>Serve as a representative on an ASPCC Committee and/or PCC Committee. Attend all General Council meetings. Attend at least 3 programming events per term. Collaborate with and assist other programs, departments, and team members. Assist in the Student Resource Hub when needed.</td>
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Requirements and Compensation

Requirements:
- Serve from June 2015 through June 2016
- Attend all the mandatory trainings and meetings
- Successfully complete at least 6 PCC credits per term employed
- Have and maintain a GPA of 2.5 or above
- Volunteer 3 - 5 hours in fall, winter and spring terms
- Work up to 10 hours per week in the fall, winter and spring terms

Compensation: $9.75 per hour

ASPCC is an Affirmative Action/Equal Opportunity Employer. Women, people of color, people with disabilities and people of all ages, ethnic backgrounds, religions, political views, sexual orientations, height/weight ratios, gender identity expression, marital and veteran status are encouraged to apply.