

Application for the Position of **Communications Director** of the
CENTER FOR COMMUNITY OUTREACH 2008-2009

Applications for the Communications Director position should be completed and received by 5:00 PM on Monday, April 21, 2008. Please attach a copy of your resume and one letter of recommendation. The application should be submitted to the Center for Community Outreach, 405 Kansas Union, in a sealed envelope. There is also an online application that **MUST** be filled out online at <http://jobs.ku.edu>

Interviews will take place during the weeks following the application deadline. You'll be notified by phone or email regarding interview dates and times.

The Communications Director should be able to demonstrate a proficiency in the following categories: public speaking, personal interaction with others through various mediums, creative thinking, writing skills, (e.g. grammar, style, lucidity) and technology (e.g. design software, spreadsheets, and digital cameras). They also should be well versed in social issues, able to multitask and respond quickly to any situation under their jurisdiction.

Applicants will be chosen on the basis of their commitment to service and meeting the needs of others; experience and background; willingness to have their lives changed by the experience of being involved with CCO; and demonstrated leadership potential. Applicants will be considered regardless of education level, race, socioeconomic status, religion, sexual orientation, disability, or ethnic origin.

Applicants must also apply online with KU Human Resources

<http://jobs.ku.edu>

APPLICATIONS DUE
Monday, April 21th by 5:00 PM

Application for the Position of **Communications Director** of the
CENTER FOR COMMUNITY OUTREACH 2008-2009

Name: _____

Address: _____

Phone: _____ Email: _____

Year in School: _____ Major: _____

GPA: _____ Expected Graduation Date: _____

Please answer the following questions in 2 pages or less.

1. Describe your experiences with community service, campus organizations, and leadership.
2. Describe specific skills and program knowledge that would help you perform the tasks necessary to serve as Communications Director (i.e. graphic design, advertising, etc).
3. Why do you want to be a CCO Communications Director? What goals do you have for the position or CCO?
4. What other time commitments (positions, jobs, obligations) will you have between May 1, 2008 and May 1, 2009? Will you be available 15 hours each week during the summer?

Application Checklist

Please attach the following:

- ✓ Answers to the above questions in 2 pages or less
- ✓ A copy of your resume
- ✓ One sealed letter of recommendation
- ✓ Online Application filled out with KU Human Resources (<http://jobs.ku.edu>)
- ✓ If available, please bring a portfolio of your work to the interview.

Position Description:
Communications Director

The Communications Director serves 15 paid office hours per week, and will work under the direction of the Center for Community Outreach Co-Directors in the following areas:

1. Attending CCO Core meetings and weekly executive staff meetings and taking minutes at these meetings.
2. Working with CCO programs to advertise their meetings and events to the student population. This can include:
 - Writing and distributing press releases
 - Making and distributing flyers or handbills
 - Creating advertisements for the Kansan
 - Creating posters for events
 - Pursuing alternative forms of advertising
 - Tabling materials
3. Creating CCO publications. Publication needs vary by year and staff, but generally include CCO brochures, business cards, letterhead, posters, and other miscellaneous items.
4. Managing the “big” calendar, sending the weekly volunteer email, scheduling the bi-weekly meetings and taking care of all CCO presentations.
5. Working with the Technology Director to maintain volunteer database and inform program coordinators of new volunteers regularly.
6. Working with the Co-Directors to organize New Student Orientation and Hawk Week events. The Communications Director will be responsible for helping distribute CCO materials to incoming students (and the general student body) at numerous events over these times (especially Hawk Week).
7. Organizing and operating tabling activities throughout the year (including the summer). This includes making sure materials are made or are available for the event, overseeing the organization of tabling events, making sure the table is staffed, etc.
8. Completing office procedures and supporting co-directors on various special projects.
9. Responding to and managing office emails, phone calls and voice mails.
10. Collecting and keeping records of all PR regarding CCO and the programs and organize these materials in the CCO scrapbook.

**Operational knowledge of the following programs is necessary: Adobe Photoshop, Adobe Illustrator, Adobe InDesign and Microsoft Office.