



ASSOCIATED
STUDENTS
UNIVERSITY OF SAN DIEGO

JOB DESCRIPTION - COMMUNICATIONS CHAIR

- Section 6 The Communications Chair shall:
- A. Create and maintain updated spending of the Communication budget. The budget will be prepared in consultation with the Director of Student Activities.
 - B. Develop agenda for Communication Board meetings.
 - C. Supervise the activities of the Director of Media Marketing, Director of Brand Marketing, and Director of Recruitment.
 - D. Facilitate discussion and brainstorming sessions with members of Communication Board about upcoming campaigns.
 - E. Delegate communication-related tasks to the Communication Board.
 - F. Work with outside vendors to order supplies.
 - G. Maintain the A.S. website in coordination with the Webmaster.
 - H. Coordinate with the Creative Zone (CZ) about maintaining marketing supplies and equipment; work with the CZ to have regular A.S. campaigns and marketing produced in house.
 - I. Have a good understanding of social media and be able to run and update A.S. Facebook, Twitter, Snapchat and Instagram accounts.
 - J. Recognize the upkeep and maintenance of computer hardware (i.e. understand when your computer needs a new version of Photoshop and other computer software, etc.). Inform A.S. Activities and Budget Coordinator of any needed repairs and/or upgrades to marketing equipment.
 - K. Monitor all in-house communication within Associated Students and relay information between the Senate and A.S. Team.
 - L. Assist with Ole Weekend marketing: order postcards, business cards, and promotional materials to distribute to incoming students.





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- M. Work with University administrators on USD-wide projects, which includes serving on planning committees as needed and providing a student's perspective.
- N. Attend student-sponsored programs for support and feedback.
- O. Actively participate in the planning of the A.S. retreat agendas.
- P. Foster and promote a campus environment of camaraderie and inclusivity through programs and services.
- Q. Attend both Spring and Winter A.S. retreats.
- R. Recruit, interview, and appoint A.S. directors with other members of the Executive Board and A.S. advisors.
- S. Train and transition newly-elected Communication Chair in the spring semester.
- T. Serve as liaison between A.S. and the USD Office of Public Affairs:
 - a. Establish and maintain communication between A.S. and the Office of Public Affairs.
 - b. Serve as the A.S. representative for a student perspective at meetings called by the Office of Public Affairs.



*Bylaws of the Associated Students of the University of San Diego
Approved in Session of the Associated Students Senate, 3 May 2018*