



# Bellevue College Office of Student Engagement

2021-2022 Campus Activities Board Marketing Coordinator

## Department Summary

The Bellevue College Office of Student Engagement (currently known as the Office of Student Programs), is committed to enriching student life by providing engagement and leadership opportunities that empower our students to find their passion, build community, and grow to be better world citizens who contribute to a vibrant and diverse campus culture.

We work to support students and student organizations, with the goal of creating an environment that promotes cultural awareness, inclusivity, personal accountability, and respect. By helping students learn about themselves and actively engage with others, we believe this enhances the overall college experience.

Student Engagement also provide events, activities, and outlets for purposeful involvement with a student development-centered approach, and the commitment to foster student success academically, personally and professionally. We oversee the Student Business Center, The Watchdog student newspaper, advise the Associated Student Government and manage the Campus Activities Board (CAB).

## Position Summary

The Campus Activities Board at Bellevue College is dedicated to keeping students engaged by providing a wide array of events that create memories, instill school pride, and bring the BC community closer together through mutually shared experiences. The CAB team hosts and helps to produce campus-wide activities that promote engagement, inclusion, wellness, and entertainment to connect students to each other and the BC community, and to enhance the college experience for all BC students.

Supervised by the Student Involvement Specialist, the CAB Marketing & Graphics Coordinator is responsible for managing the workflow of graphics, marketing, and outreach of CAB events. In this leadership role, this position ensures that projects are completed on time, and that the work follows all print/digital requirements as directed by the Student Involvement Specialist, while adhering to the Bellevue College branding guidelines. This position is responsible for creating graphics, videos and other dynamic advertisements and content to display on monitors across campus for the promotion of CAB events. Additionally, they co-manage CAB social media accounts (FB, Instagram).

The successful candidate will demonstrate a commitment to Bellevue College's mission, values, and a sensitivity and care for students and guests from diverse backgrounds, experiences, and identities; and the proven ability to effectively balance academic, work, and personal responsibilities.

COVID-19 Note: This position may begin as a work from home position.

## Qualifications and Requirements

### Academic Standing

At the time of appointment, students must:

- Be an enrolled student at Bellevue College taking a minimum of 6 credits (domestic) or 12 credits (international)
- Be in good academic and behavioral standing with Bellevue College.

### College Experience

At the time of appointment, students must:

- Have at least 1 academic quarter completed at Bellevue College.

### Personal and Professional Competencies

At the time of appointment, students must:

- Demonstrate the ability to manage complex projects/tasks independently with minimal supervision.
- Be able to work well with others as a member of a creative team.
- Be able to communicate effectively (verbal and written) and take direction well.
- Ability to work in a diverse, fast-paced environment, handle multiple tasks simultaneously, and meet deadlines.
- Organized, punctual, reliable, and have keen attention to detail.
- Interest in communications, student life, and/or social media.
- Have a working knowledge of computer design tools using Adobe Creative Suite programs such as, but not limited to: InDesign, Photoshop, Illustrator, Acrobat, Bridge, Premiere Pro, Affect Effects and Media Encoder.

## Compensation

For Summer/Fall 2021 – Spring 2022: Up to 19 hours a week at \$13.69 per hour

## CAB Marketing & Graphics Coordinator Position Responsibilities

- Produce graphic designs for brochures, print and online advertisements, posters, digital displays, flyers, and other publications.
- Actively collaborate with CAB Events Coordinators to aid in developing event ideas and how to market them.
- Ensure all designs are well developed and completed by the deadline.
- Create a clear and efficient organizational process for managing and tracking projects and communicate this to the rest of the CAB staff.
- Actively update, document and maintain the Graphics & Marketing production schedule.
- Work collaboratively with team members and Student Involvement Specialist to come up with high quality, creative design concepts.
- Establish a strong working relationship with the College Relations/Marketing staff.
- Serve as the CAB meeting facilitator when needed and minute-taker on a rotating basis.
- Communicate any concerns, issues or needs to your supervisor.

For questions about the CAB Events Coordinator position or application process, please contact the Student Involvement Specialist, Amanda Arboleda at [Amanda.Arboleda@bellevuecollege.edu](mailto:Amanda.Arboleda@bellevuecollege.edu)