



ASGBC Director of Public Relations

Position Description

Position Summary: The Director of Public Relations of the Associated Student Government of Bellevue College (ASGBC) is responsible for overseeing and directing the association's public relations efforts. Responsibilities range from managing the association's social media and webpages, creating digital media, coordinating and executing outreach initiatives, chairing the STF committee, promoting and publicizing all ASG events, activities, goals, and projects, and maintain and building relationships with community members such as student organizations, offices, and departments.

POSITION: Director of Public Relations

DEPARTMENT: Associated Student Government of Bellevue College

SALARY: \$18,500

EMPLOYMENT START DATE: August 1st, 2024

EMPLOYMENT END DATE: June 30, 2025

APPLICATION OPENS: February 26th, 2024

APPLICATION CLOSES: March 31st, 2024

Desired Qualifications:

- Proficiency in Graphic Design
 - Experience creating digital and physical media.
- Strong Outreach and Interpersonal Communication Skills
 - Exhibits comfortability with conversing, reaching out to, and fostering working relationships with new individuals on a regular basis.
- Proficiency in Microsoft Products (Outlook, Teams, SharePoint, etc).
 - Especially with Excel.
- Strong Verbal and Written Communication
 - Strong verbal and written communication skills to effectively convey information, provide updates, and collaborate with team members.
- Excellent Time Management
 - Effective prioritization and allocation of time to manage multiple tasks and meet deadlines.
- Attention to Details

- Keen eye for detail to ensure accuracy in documentation and compliance with regulations.

Required Qualifications:

Director of Public Relations applicants are expected to meet the following requirements at the time of application:

- a. Must maintain at least eight (8) credit hours of coursework per quarter throughout the period of employment.
- b. Must have a minimum GPA of 2.5 and maintain a minimum quarterly GPA of 2.5 throughout the period of employment.
- c. Be in good standing with Bellevue College and not on disciplinary probation.
- d. Be in good academic standing, and not be on academic probation.
- e. Applicants are expected to present prior experience in leadership in some form.

Essential Job Functions:

The Director of Public Relations shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Assist all ASG bodies, committees, and offices in the promotion and publicization of their events, activities, services, goals, projects, etc.
- E. Chair the Student Technology Fee (STF) Committee.
- F. Ensure the ASG website is up to date, both with content and design, in conjunction with the Chief of Administration.
- G. Serve as the liaison between the Associated Student Government and the Student Engagement Web & Social Media Specialist, and the Vice President of Information Technology Services.
- H. Serve as an advocate for technological needs and support for students.
- I. Organize and facilitate regular campus outreach events to ensure direct communication between ASG and the general student regarding issues and concerns about technology support through surveys, student town hall meetings and other initiatives.
- J. Oversee and direct the production of ASG publications and promotion of ASG events, activities, goals, and projects.
- K. Publish, post, and publicize events and information on the Associated Student Government social media accounts and website.
- L. Serve as the liaison between the Associated Student Government and the Watchdog.
- M. Serve as the liaison between the Associated Student Government and chartered student organizations.
- N. Coordinate the club chartering process, in conjunction with the Chief of Administration.
- O. Work with the Board of Directors on all press releases, official statements, and newsletters.
- P. Ensure that all ASG logos are being used in accordance with ASG guidelines, and Bellevue College posting policies.
- Q. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- R. Be accountable for nineteen hours of work per week. During this period, the Director of Public Relations may hold office hours, attend and schedule meetings, complete and work on projects,

oversee the association's social media accounts and publications, and otherwise perform duties and tasks as assigned by the ASG President.

- S. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- T. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- U. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- V. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- W. Perform related duties and tasks as assigned by the ASG President.