



## **Associated Students of Western Washington University**

AS Publicity Center

Distributor

### **About the Position**

The Publicity Center Distributor is responsible for distributing posters, newspapers, banners and other collateral on campus and in some locations in Bellingham. Some routes require using an electric-assist tricycle for transportation or in some instances, a campus truck.

### **About the Department**

The Publicity Center provides high quality and personalized promotional services, products and support to the Associated Students organization and students of Western Washington University. We offer excellence in graphic design, print and electronic media, and distribution services while providing unique educational opportunities and leadership experience to student employees.

### **Term of Position**

Position begins the Monday before fall quarter classes begin, and ends on the last day of spring quarter. Returning employees in good standing may return to the position for additional quarters without reapplying.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Working knowledge of and interest in publicity, communications, graphic design and advertising.
- Desire to promote campus offices and events.
- Knowledge of campus and Bellingham community locations.
- Professional communication skills
- Organizational and time management skills
- Ability to work independently.
- Comfortable with using a ladder to access high spaces
- Currently have, or ability to obtain a valid driver's license
- Bicycling skills
- Ability to lift up to 50 pounds

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:

- Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
- Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Serving on search committees as designated by the AS Personnel Director.

### **Position Responsibilities**

- Ensure the timely distribution of publicity materials by:
  - Posting posters at established locations on and off campus
  - Hanging exterior and interior banners
  - Distributing the NY Times and AS Review newspapers and counting and documenting the number of remaining issues at each designated location
  - Distributing table tents to residence hall dining areas
  - Use an electric-assist tricycle for all routes not practical on foot
- Exercise stewardship of campus resources:
  - Removing illegal postings from campus boards, light poles, walls, etc.
  - Maintain posting tools in good working order and report problems to Distribution Coordinator
- Ensure the smooth, effective operations of the Publicity Center by:
  - Keep accurate track of work hours and submit time sheets by due date
  - Attend staff meetings as required by the Distribution Coordinator and the Publicity Center Coordinator
  - Maintaining effective communication with the Distribution Coordinator regarding position responsibilities.

### **Wage**

This position will receive a Promotion Worker 1 wage, which is approximately \$11.50 per hour. This position works 10-15 hours per week.

### **Reportage**

This position reports directly to the PC Distribution Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer. Revised

Revised on February 5<sup>th</sup>, 2016 in MOTION ASB-16-W-23