

**The Multicultural Psychology Association of California State University, Northridge**

**Job Description**

- I. **Position Title:** **Marketing Director**
- II. **Responsible to:** MPA President & External Vice-President
- III. **Position Description:** To keep the public informed of all events sponsored by the association. This is to be done through various school and association papers, banner, flyers, calendars, and bulletin boards. All means are subject to the approval of the President or External Vice-President (MPA Constitution Article III, Sec.4.10.0).
- IV. **Duties and Responsibilities:**
1. To be aware of all MPA sponsored events and activities and advertisings on the MPA bulletin boards.
  2. To keep the public informed of all MPA meetings/activities/events.
  3. To enhance the MPA's publicity and events through: fliers, Daily Sundial, CSUN Radio ([www.kcsn.org](http://www.kcsn.org)), AS Notes, etc.
  4. Obtain the correct information from the person in charge of the Event/Activity.
  5. Make sure fliers/posters are approved for posting by the Associated Students (located in the University Student Union).
  6. Be present at MPA meetings, activities, and events.
  7. If unable to attend an MPA meeting, activity, or event, it is your responsibility to inform the President, External Vice-President, or the Internal Vice-President of you absence ahead of time.
  8. Responsible for keeping in touch with all of the E-Board Members.
  9. Other duties are assigned.
- V. **Qualifications:**
- MPA Constitution Article III, Sec. 2 states:

In order to qualify for and hold office in the association, an individual must:

1. Be in good academic standing (GPA of 2.0 every semester);
2. Acquire knowledge and a thorough understanding of the constitution, and standing rules of the association;
3. Be willing to perform those duties as stated in this constitution for the position sought.

**VI. Term of Office:**

MPA Constitution Article III, Sec. 3 states:

Each officer shall hold office for a term of one year, to begin May, and shall hold office until a successor is elected and qualified; or until the officer resigns, is removed, or is otherwise disqualified.