

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

### **Job Description**

- I. **Position Title:** **Public Relations Director**
- II. **Responsible to:** MPA President & External Vice-President
- III. **Position Description:** To schedule events that will best assist the membership in its professional development (MPA Constitution Article III, Sec.4.8.0).
- IV. **Duties and Responsibilities:**
1. To enhance the membership's intellectual competence and broaden its scope and understanding of the psychology profession as a whole (MPA Constitution Article III, Sec.4.8.1).
  2. To direct and organize panels discussing the association's mission and current events (MPA Constitution Article III, Sec.4.8.2)
  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. Set up a committee to help you distribute fliers.
  7. Be present at MPA meetings, activities, and events.
  8. 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 your absence ahead of time.
  9. Responsible for keeping in touch with all of the E-Board Members.
  10. 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.