Department: CSUN Student Housing
Position: Marketing and Media Manager
Hours: 5 office hours and mandatory weekly meetings attendance
Appointment Dates: May 21st, 2018 – May 25th, 2019
Compensation: 50% University Park Apartment bed space credit

Position Focus: Under direct supervision by the RHA Advisor, the RHA Marketing and Media Manager is responsible for full marketing and media representation of the organization.

Executive Board Responsibilities:
- Be a resident during the summer to plan and prepare for the upcoming semester and Welcome Week activities (cost of summer housing is waived for 20 weekly office hours)
- Serve 5 office hours in the RHA office per week during the academic year
- Attend regular RHA meetings including: one-on-one meetings with supervisors, Executive Board Meetings and General Board Meetings
- Participate in event planning process and serve in event lead rotation
- Act as liaison with Park Councils as chosen by Executive Board at the beginning of the academic year
- Participate and engage in CSUN Residential Life summer RAMP Staff training
- Submit at least one nomination for the End of the Year Matador Involvement Center Awards Ceremony

Position-Specific Responsibilities:
- Oversee and maintain all RHA social media, including Twitter, Snapchat, Facebook and Instagram
- Collaborate and act as liaison with Residential Life Graphic Designer and work to market upcoming RHA events
- Act as the official photographer for all RHA events/activities throughout the academic year
- Maintain organizational website and social media (in accordance with CSUN web standards)
- Create the RHA promotional video for the new school year
- Required to have access/knowledge of website and social media development
- Maintain an end of the year montage (electronically or physically) at the end of the semester.
- Design/order all RHA items/inventory of those items for events and giveaways.
- Required to promote/advertise RHA (verbally/electronically).
- Maintain communication with outside business partners.
• Responsible for other duties as assigned by President and/or Advisor.

**Skill Development:**
• Direct experience with student government advising and development
• Experience with paraprofessional staff selection and training
• Experience with program development and implementation
• Experience understanding CSUN student leadership development
• Facilitating collaboration between Student Affairs Offices & students
• Potential for skill development in other desired areas of Residential Life
• Experience with qualitative and quantitative assessment techniques
• Experience with the budgetary process
• Experience with professional skills development
• Experience with communication for a nation-wide recognized program

**Contact Information:** Chelsea Morin, Assistant Coordinator for Residential Student Engagement
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