

Communications and Marketing

CONTACT INFORMATION (Please Print)

Name _____ Date ____/____/____
Last First MI

College Address _____ PO Box _____

Home Address _____
Street City State ZIP

Telephone (____) _____ E-mail Address _____

Major(s) and Minor(s) _____ Class Year _____

POSITION DATA (See back for position listings.)

Position(s) applying for 1) _____ 2) _____

How many hours per week would you like to work? _____ What are your preferred days and times? _____

EMPLOYMENT HISTORY (Please begin with your current or most recent employment.)

Position Title	Employer / Supervisor	Telephone	Duties	Dates Employed

May we contact your past employers? Yes _____ No _____

ADDITIONAL QUESTIONS (Please use an additional sheet of paper if necessary.)

1. Why are you interested in this position?
2. What are your career goals?
3. What are some of your strengths and weaknesses as they pertain to the job you are applying for?
4. How would you describe your ability to work under pressure?
5. This office bases editing decisions on dictionaries, punctuation and grammar references, and the Associated Press Stylebook. How proficient do you feel you are with these references? Would you be willing to increase your knowledge and proficiency of these resources?

Signature of Applicant _____ Date ____/____/____

Office of Communications and Marketing

Students will gain invaluable knowledge of how our office handles marketing and communication for the college. The office includes **Graphic Design, Media Relations, Publications, Online Services, the Print Shop, the Photo Studio and Sports Information**. Students may be asked to help with other jobs including answering phones or running errands. This is a fast-paced deadline- and detail-oriented office that offers an exciting, challenging position. Because of the amount of training, we ask you to consider committing to this position for at least a few semesters. The office offers valuable work experience, and students are expected to report for shifts on time and notify supervisors of absences.

STUDENT POSITION LIST

STUDENT GRAPHIC DESIGN ASSISTANT

A graphic design student's primary objective is to help complete projects in an efficient and timely manner by assisting graphic designers as needed. Research, plan and design projects while maintaining the Concordia visual identity standards. This includes sending and receiving proofs and communication with the client.

STUDENT PROOFREADER

Our office produces print and electronic publications including the college catalog and directory, Concordia Magazine, brochures, postcards and more. Proofreaders ensure accuracy by carefully checking against references, original copy and other sources. Some editing is involved along with writing class notes for the magazine or short features. Knowledge of Associated Press Style is preferred.

STUDENT MEDIA RELATIONS ASSISTANT

The Media Relations team is the college's official liaison with the media and sends news releases about upcoming events, college activities and student achievements. Regional and local news is monitored, and we coordinate campus news conferences. Students perform duties such as writing news releases and news briefs, compiling calendars, updating databases, filing and scanning news media.

STUDENT WRITER

Assist the writing team with creating and editing copy for the college Web site and a variety of print and electronic communication, including Campus Buzz, eNews and Concordia Magazine. Strong reporting, writing and organizational skills are preferred.

STUDENT WEB DESIGNER

Duties include creating and maintaining college Web pages using Dreamweaver and Cascade Server (CMS); creating and distributing e-mail campaigns; creating graphic elements for various pages; transferring/editing audio and video for online use; collaborate with the photo and graphics teams for consistency with print publications; and other duties as assigned. Experience with the following languages and programs is preferred: PhotoShop, Dreamweaver, Content Management Systems, HTML, PHP and Flash.

STUDENT POSTER PRINTER

Students are responsible for coordinating all large-format printing, including assisting walk-in clients with projects and other duties as assigned. Knowledge of the following is preferred: both Mac and pc platforms; Microsoft Office, especially Power Point and Publisher; Photoshop and Adobe Acrobat a plus, but not required.

STUDENT PHOTO STUDIO ASSISTANT

Students will assist with digital photography on campus, manipulation and filing of photos, and additional duties as assigned.

STUDENT VIDEO ASSISTANT

The student video assistant will help with the acquisition and editing of video for the college Web site. Responsibilities include assisting with video shoots, scripting and storyboarding videos, editing with Final Cut Pro and determining the best locations for online placement.

SUMMER ADVERTISING REPRESENTATIVE

This position requires a self-motivated student who will be paid by commission for selling approximately 25 ads for the college directory. The office provides any necessary materials and use of the fax, but sales are conducted outside the office. Commissions are paid monthly (as student workers are paid) for signed ad contracts.