

## **Cultural Resource Center (CRC)**

### **Communications Representative**

Asian & Pacific Cultural Center (APCC), Centro Cultural César Chávez (CCCC), Ettihad Cultural Center (ECC), Lonnie B. Harris Black Cultural Center (LBHBCC), Native American Longhouse *Eena Haws* (NAL), Pride Center (PC), SOL: LGBTQ+ Multicultural Network (SOL), Women's Center (WC).

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#### **Position Announcement**

*The Cultural Resource Center (CRC) Communications Representative must be committed to the development of an inclusive community in the Cultural Resource Centers at Oregon State University and to the education of all students in areas of cultural awareness, social justice, and liberation. The CRC Communications Representative shall encourage staff and community members to be responsible for their own behavior and for the community as a whole by serving as a positive role model for academic pursuits and individual behavior within the OSU Community.*

#### **Job Responsibilities:**

Cultural Resource Center (CRC) Communications Representative:

- Expected to work 7-10 hours per week.
- Provide support for promotions, campaigns, events/programs, and community awareness with marketing materials.
- Utilize strong written skills for website, social media platforms, and press materials, that will reach new audiences and engage participation.
- Capture event videos and pictures at events for social media and documentation of center histories.
- Take lead with marketing including: social media, content creation, management, and distribution of marketing materials.
- Maintain social media presence.
- Work in collaboration with Student Success Peer Facilitators, Student Leadership Liaisons, and Graphic Designer to develop marketing materials and social media outreach.
- Consult with DCE Communications when requested.
- Must attend recurring learning sessions with other Communication Representatives and Graphic Designers.
- Collaborate with Graphic Designer to create style guides and documentation to be used for marketing purposes.
- Will attend Fall Training from Thursday, September 7-Friday, September 8, 2017 and from Monday, September 11-Friday, September 15, 2017.
- Must attend weekly center staff meetings.
- Expected to engage visitors and provide tours of center.
- Responsible for opening/closing procedures; general upkeep of center, and engage in recurring cleaning tasks.
- Responsible for representing DCE at tabling functions as well as set-up/take-down

of tabling materials.

- Will meet with Assistant Director/GTA as needed.
- And other duties/tasks as assigned by the professional staff

**Qualifications:**

- Must be a currently enrolled student, at least half time, at Oregon State University.
- Must be in good academic standing for the term prior to selection.
- Must maintain a minimum term and cumulative GPA of 2.00 during entire period of employment.
- Comfortable with the ability to work on multiple projects while maintaining attention to detail.
- Excellent organizational and communication skills, with keen attention to details and problem solving skills; and the ability to inform and entertain via written, oral and visual media; strong writing and copyediting skills.
- Knowledge of media production, communication, and dissemination techniques and methods.
- Proficiency in computer applications including Microsoft Office; Knowledge of Mac OS and Microsoft Windows platform; Experience in Adobe Creative Suite software (primarily in Photoshop, Illustrator, InDesign, or similar tools) is a plus.
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented groups (Asian, Asian-American, Pacific Islander; African, African-American, Black; Chicanx, Hispanic, Latinx; North African and Southwest Asian Communities; Native American; Women; Gay, Lesbian, Bisexual, Queer, Trans\*, and Gender Non-binary students).
- Must have demonstrated ability/willingness to work on team programming-model and commitment to personal learning and/or transformation.
- Must be available to work evenings and weekends as needed.

**Term of Employment:** September 2017- June 2018

**Pay Rate:** \$10.25 per hour

**Application Due:** Online application due by 11:59pm (PST) on Sunday, April 16, 2017

**For Information, Contact:**

Diversity & Cultural Engagement  
228 Student Experience Center (SEC)  
(541) 737-9030  
[DCE@oregonstate.edu](mailto:DCE@oregonstate.edu)

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