

## 2018-2019 Opening Positions

### MARKETING

#### ***Marketing Creative Director:***

***Position:*** Handles all Publicity for all divisions of SBI, including, but not limited to: digital copy; flyers; radio and newspaper and most importantly sustaining the relevant social media platforms (Facebook and Twitter). This position also coordinates various marketing campaigns for events and services. Designs and assigning the layout of Advertising for flyers, magazine and digital ads the staff of Marketing Designers. Position utilizes current computer layout programs such as Illustrator, Photoshop and InDesign. The Director is also a co-chair of the 2070 Corporate Planning Committee. Candidate should have the ability to receive constructive criticism on proofs of advertisements and work promptly *to address design issues and adhere to tight deadlines.*

***Qualifications:*** A good sense of how to market programs and events. Artistic ability is a plus, as well as comprehensive knowledge of social media marketing. Computer experience with excel and Adobe programs is also a bonus. Good organizational and communication skills are necessary.

### LEGAL

#### ***Director:***

***Position:*** Manages, hires, trains the Legal Assistance staff of receptionists and legal researchers. Position is responsible for managing the office, including the implementation of the office budget for purchases and payroll. Position works with the professional staff and SBI officers to provide overall direction for the office. Position develops seminars and lectures on legal issues relevant to students. Additionally, coordinates legal research training program.

***Qualifications:*** Must possess an interest in the law and legal issues. Communication skills and the ability to work with others to build a cohesive staff are a necessity. Managerial and organizational skills are also beneficial. Candidate must be creative in implementing new ideas and programs.

#### ***Student-Wide Judiciary Chief Student Defender:***

***Position:*** Responsible for presenting any student's defense in the Student Wide Judiciary system. Position must adhere to the SWJ by-laws, and existing regulations when defending a student before the court. Position represents the Legal Assistance Department to the University community and the University Administration. Position is expected to perform research on behalf of his/her clients and to prepare a complete defense. Reports to the Director.

***Qualification:*** Must be law student who has a working knowledge of the law in general, legal research skills, and a firm understanding of the rules and regulations regarding student conduct at this university. Candidate must be flexible in terms of time commitment since the court convenes weekly. Position requires good communication skills.

### ADMINISTRATIVE

#### ***Finance Associate:***

***Position:*** Position reconciles encumbrance requests with actual receipts and usage. Assists in the analysis and maintenance of divisional budgets. Assists the Treasurer with the Programming Grant Committee and

is responsible for the promotion, collection and distribution of awards. Assists personnel in the accounting office. Also assists the Treasurer in the analysis of the financial standing of the corporation and may be required to maintain and create various spread sheets.

***Qualifications:*** Must have an interest in and understanding of accounting and financial management. Attention to detail and accuracy is necessary. Computer experience utilizing Excel is also desirable.

## **WRUB**

### ***General Manager:***

***Position:*** Responsible for managing the station and staff on a daily basis. Manager establishes a framework for management that is concurrent with the FCC guidelines and SBI Administrative policy. Prepares an annual budget with the Treasurer and monitors that budget throughout the year. This position reports to the Executive Director and Executive Committee. He/She is also responsible for advancing the station in its development towards an FCC FM frequency license. The recruitment and training of a station volunteers is of great importance to this position.

***Qualifications:*** Some knowledge and interest in radio/broadcasting crucial. Experience with good communication skills and the ability to manage a staff of personnel and direct their efforts toward a common goal. Should be able to learn and work with an annual budget. The ideal candidate would be highly self motivated and have a “vision” of where the station should be headed in the future.

## **HEALTH & SAFETY**

### ***Safety Shuttle Coordinator***

***Position:*** Responsible for coordinating Safety Shuttle services. Included in that task is the recruitment, training and scheduling work-study and volunteers who provide the services. Assist with programming and awareness events.

***Qualifications:*** Must have good organizational, management, and communication skills. Must have valid driver license and be eligible for Van testing for Safety Shuttle positions only. Must be able to coordinate, schedule and organize a staff. Must complete Peer Education Training provided by Health Education.