



Student Union & Activities Application for Employment

The Student Union and Activities builds community to advance student success and spark Dragon Pride.

Complete all parts of this application page. Include this page with your other application materials and return either in person to Steve Fox in CMU 113 or by emailing it to fox@mnstate.edu. Review of applications will begin April 7, 2017 and continue until the position is filled.

The information requested is needed for selection and employment. The selection committee and authorized personnel will have access to this form and submitted application materials. Refusal to provide any of the requested information may jeopardize your chances of employment.

Applicant Information

Today's Date _____ Dragon ID _____

Name _____

Permanent Address _____

City _____ State _____ Zip _____

Home Phone No. () _____

Cell Phone No. () _____

Mnstate Email _____

Major _____

Previous Employment (If Applicable)

Employer _____

Supervisor _____

City _____ State _____

Position Title _____

Job Responsibility _____

From _____ To _____

May we contact the above for references? Yes No

Rank order the position(s) you are interested in applying for (1, 2 or 3)

Student Union and Activities Open Positions

_____ Creative Communications Specialist

Office Use Only

Eligible for work-funds? Yes No

Total work-funds allocation for each semester

Fall \$ _____ Spring \$ _____

- Applicant must be a registered MSUM student.

Applicant's Signature

1. I understand that applying for this position requires a commitment for the 2017-18 academic year.
2. I hereby give the Student Union and Activities permission to verify my class schedule and my GPA.
3. I hereby certify that the above information and other application materials submitted are correct to the best of my knowledge.

Applicant's Signature _____

Class Schedule Form

Name: _____

Please complete this form and return it with your application for employment

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30am							
8:00am							
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Please indicate the times you are *NOT ABLE* to work.

C = Class W = Other Job A = Athletics/Sports X = Other

If you have times you prefer to work, please indicate with a "P"

You can also attach a copy of your class schedule from E-Services instead of filling out this form.

Creative Communication Specialist

Position Overview

Through this position, the Creative Communication Specialist will work collaboratively with the Communication Specialist (writer), Special Project Student Assistant (CMU 50th Anniversary), and Student Union and Activities Staff to produce visual graphic content (physical and digital) and other marketing materials to promote MSUM Student Life and campus involvement to prospective, incoming, and current students.

Supervisor

This position will report directly to the Director or Assistant Director and indirectly to the Student Union and Activities professional staff.

Hours

Approximately 12-15 hours per week during the 2017-2018 Academic Year. This position will also participate in Student Leader Training, specific details to be determined but approximately August 7-11, 2017. The position may also assist with various Welcome Week activities prior to fall classes beginning.

Pay Rate

\$9.50/hour

Essential Functions

Duties include, but are not limited to:

- Work collaboratively with the Communication Specialist and Special Project Student Assistant to produce graphic content for the Student Union and Activities Blog (<http://comstockunion.areavoices.com/>), social media, promotional materials, digital signs, displays, etc. to promote the Student Union and Activities Department, MSUM Student Life, student organizations, CMU 50th Anniversary Year, and general campus involvement.
- Serve as primary graphic designer of products (i.e. posters, brochures, logos, website graphics, digital signage advertisements, social media graphics, etc.) for the Student Union and Activities department.
- Help with marketing the CMU building, MSUM Student Life, and Campus involvement to prospective, incoming, and current students through:
 - Printed promotional materials
 - Multi-media advertising campaigns
 - Displays and signage
 - Social media content and campaigns
 - Digital graphics for digital signage, websites, and blogs
 - Photography
 - Videography
- Independently facilitate the design process through managing of design orders, tracking and billing of design hours, setting and maintaining deadlines, and direct communication with clients.
- Assist with other projects and duties as assigned.

Essential Qualifications:

- Currently enrolled MSUM student.
- Have and maintain a 2.5 cumulative GPA.

- Understand and abide by University policies and procedures.
- Capable of meeting deadlines, project/time management skills, can work independently with minimal direction, can work successfully with others on a team, positive attitude, detail-oriented to produce work with minimal errors, good customer service skills, and motivated to produce the highest quality of work.
- Understand and believe in the value involvement adds to one's MSUM experience.
- Capable of receiving and integrating feedback into work.
- Must have experience working with the Adobe Creative Cloud and be proficient in Photoshop, InDesign and Illustrator.
 - Preferred competencies in AfterEffects and/or Final Cut.
- Photography and/or videography skills preferred, but not required.
- Experience with video editing software preferred, but not required.
- Must be able to work with PC and Mac formats.

Contact Person

Steve Fox, Assistant Director of Leadership and Organizations, Office of Student Activities, CMU 113, fox@mnstate.edu, 218-477-2120.

To Apply

Submit the following to Steve Fox, Assistant Director of Leadership and Organizations, via e-mail at fox@mnstate.edu or via the Office of Student Activities, CMU 113:

1. Signed Student Union and Activities Application for Employment.
2. Cover letter addressing your ability to complete the essential functions and how you meet the essential qualifications.
3. Class Schedule Form.
4. Graphic design sample work.

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