

Department of Student Life

General Fee Organization/Student Leader Position Description

Organization Name: Campus Activities Board (CAB)

Position Title: Graphic Design

Supervisor: CAB Advisor(s) (Primary), Graduate Assistants (Secondary)

Scholarship Amount: \$2000 each semester (Fall & Spring)

Hours per Week: 10

Description: The role of the Graphic Design Chair is to develop marketing materials and strategies to promote upcoming events. This chair is in charge of creating event posters and digital advertisements for all CAB events. Experience with Photoshop, InDesign and Illustrator is preferred.

Qualifications:

1. Enrolled in at least 12 credit hours (undergraduates) or 8 credit hours (graduate and law students) during the fall and spring semesters.
2. Maintain a cumulative and semester GPA of 2.5 or better (undergraduate and law students) or 3.0 or better (graduate) during tenure of leadership position.
3. Ability to begin position in April 2023 and continue through May 2024.

Leadership and University Requirements:

1. Comply with all rules, regulations, policies, and procedures of the Department of Student Life and Cleveland State University, as they relate to the position and to the operation of the organization.

Basic Duties:

1. Create event posters for all CAB events in either Photoshop, InDesign, or Illustrator. This will be approximately 20 events per semester.
2. Design marketing items for events (i.e. custom requests, Snapchat filters).
3. Collect all event information and develop a semester calendar for both the Fall and Spring semester. This calendar must be released at the very latest before the first day of classes and may involve work over the summer and winter break to ensure completion.
4. Be creative in the design of publicity for CAB events.
5. Keep Advisor(s) and President informed; meet with both on a regular basis.
6. Get all marketing approved by the event chair and CAB President before sending to print.
7. Attend and participate in CAB executive board meetings weekly.
8. Attend/staff CAB events unless academic commitments conflict.
9. Serve as CAB liaison/ambassador to CSU student body; keep members of the student body informed about CAB events and membership and/or volunteer opportunities.
10. Supervise and train graphic design assistant chair. Coordinate at least two hours per week to work together.
11. Adhere to a minimum of 10 office hours per week with 75% of these hours during 9am-5pm.
12. Assist with CAB recruitment for the upcoming academic year.
13. Abide by CAB Constitution; other duties not specified in this description may need to be fulfilled per the CAB Constitution or to successfully uphold the mission and goals of the organization.

*All student positions within organizations under the jurisdiction of the Department of Student Life come under the general supervision of and are accountable to the Dean of Student Life or designee.

Understanding and Agreement:

I have read the above position description and agree to carry out the duties of my position to the best of my ability within the limits inherent in the position description. I understand that remaining in my position also depends upon being enrolled in the required credit hours per semester (except summer), maintaining a cumulative and semester 2.5 GPA or better (undergraduate and law students) or 3.0 or better (graduate) and participating in the Leadership program.

Print Name _____

Signature _____

Date: _____