2024-2025 ASSP COMMUNICATIONS ASSISTANT

PURPOSE
To serve as a liaison between the ASSP Operations Officer, ASSP Cabinet, and the Office of Student Involvement and Leadership (OSIL). The ASSP Communications Assistant (CA) will serve as the main contact for student discounts and services.

RESPONSIBILITIES
The Communications Assistant shall assume the following responsibilities:

- Throughout the academic year, it is the responsibility of the ASSP CA to enter into new partnerships with businesses and maintain relationships cultivated in previous years. It is their role to steward SPU student discounts and inform SPU students of such opportunities.
- The ASSP CA is responsible for assisting with the distribution of Senate Talk across the SPU campus.
- The bulletin board in front of ASSP is the ASSP CA’s responsibility to maintain and update.
- Assisting the ASSP Operations Officer and Publicist with other tasks, including but not limited to, social media marketing, and office tasks.
- The ASSP CA will work under the ASSP Operations Officer and perform duties designated by the ASSP Operations Officer. This can consist of, but is not limited to, office remodel work, organizing office space, and other administrative tasks.
- The ASSP CA will serve as the Senate Secretary and attend each weekly Senate meeting to take minutes. This meeting is held on Mondays at 8:00 PM in the second-floor conference room of the Ames Library.
- During spring quarter, the ASSP CA shall train his/her/their successor in the following ways:
  - Meeting during spring quarter.
  - Providing a resource manual created or updated during the year.
  - One-on-one training session

QUALIFICATIONS
- Working knowledge of Microsoft Office and Google Docs, especially advanced knowledge of Outlook, Word, and Excel.
- Ability to facilitate and maintain business relationships and connections.
- Ability to meet deadlines and communicate with others effectively.
- Experience in social media marketing.
- Additional skills and abilities as designated in the job description authored by the incoming ASSP Operations Officer.