

# **ASIAN PACIFIC AMERICAN STUDENT SERVICES (A/PASS)**

## **POSITION DESCRIPTION**

### **COMMUNICATIONS AND WEB PAGE MANAGER**

#### **Area Description**

The Asian/Pacific American Student Services (A/PASS) is an advocacy group that exists to support the matriculation, retention, and graduation of Asian/Pacific American Students at Colorado State University. A/PASS offers students educational and cultural campus-wide programs as well as establishing and supporting interactions between the university and community in order to enhance a campus environment that welcomes all students.

The primary responsibility of the communications and web page manager is to update website information about office and campus events, sponsored activities, job/internship opportunities, available scholarships, cultural resources, faculty/staff/student profiles, and more. The Communications and web page manager is expected to positively represent A/PASS and share all of its resources with the community. This position represents the A/PASS office on campus and in the city of Fort Collins.

#### **Responsibilities:**

1. Primary developments:
  - a. Writing a monthly profile of an Asian Pacific Islander American (A/PIA) student, faculty or staff member.
  - b. Updating information on all the A/PASS sponsored programs.
  - c. Posting new information in a timely manner.
  - d. Soliciting and/or writing monthly cultural issue articles.
  - e. Marketing the web page about A/PASS associated programs.
  - f. Evaluating the effectiveness of the web page.
  - g. Updating the CSU master calendar and the A/PASS program calendar board.
  - h. Develop, coordinate and manage assigned projects, duties and events as needed.
  
2. Participation and involvement:
  - a. Participating in staff meetings, training sessions and workshops to further staff communication.
  - b. Presenting at staff meetings on topics about diversity as well as updating staff members about the progress and development of your projects.
  - c. Attending staff training, regularly scheduled all staff meetings, peer contact meetings and supervisory meetings with the Assistant Director.

- d. Attend the monthly scheduled one-on-one meeting with the Assistant Director.
  - e. Attending peer mentoring workshops offered by Advocacy and/or the University Counseling Center.
  - f. Developing and maintaining a positive and supportive working relationship with the A/PASS staff members.
  - g. Attending a panel presentation/discussion once a semester.
  - h. Presenting on a topic once a year in a staff meeting.
  - i. Mandatory attendance of certain Ram Welcome events, fall-staff training and spring-staff training.
3. Maintaining contact information:
- a. Maintaining a monthly on-line newsletter containing program information, announcements, cultural articles, profiles, etc.
  - b. Maintaining regular contact with the web managers for aphig, BKG, Hui, KASA, Ranminé, and Club KP.
  - c. Maintaining A/PASS Listserv. Including adding and deleting new members.
  - d. Checking the e-mail messages at [anews@lamar.colostate.edu](mailto:anews@lamar.colostate.edu) on a regular basis.
4. Miscellaneous duties:
- a. Be knowledgeable of and supportive of University policies and to any policy violation with programs.

### **Terms of Employment**

1. All student employees will need to apply for and acquire a work-study award.
2. Student employees will also need to provide documents needed for employment verification.
3. Students will be required to maintain a cumulative GPA of 2.5 to remain eligible for employment at A/PASS.
4. Employees are required to attend the fall staff training.
5. Employees will need to attend the Spring Staff Retreat which is required for training purposes. Usually, a weekend will be spent away from campus to continue training and team building.
6. Student employees will need to sign up for Academic Achievement. This program gives the Director permission to contact your professors for mid-term progress reports. The information obtained will remain confidential and will only be shared with you, the Director, Assistant Director, and Administrative Assistant.

7. A Communications and Web Page Manager is a University employee and must conduct themselves in an appropriate and acceptable manner at all times, in line with University policies.

9. A Communications and Web Page Manager is required to provide 3-4 hours of office support per week or more depending on the amount of time needed for the office.

**Employment Period**

1. Start August 15<sup>th</sup> –End May 25<sup>th</sup>
2. Terms of renewal:
  - a. Acceptable performance
  - b. Permission from Director, Assistant Director, and Administration Assistant
4. Vacation times: there is no requirement to work during all breaks or finals week

**Remuneration**

1. Compensation consists of an hourly pay of \$8.00-\$9.00