

## CCSGA Communications Manager Application

Fill this side out only if you are applying for the communications manager

The communications manager of the CCSGA is responsible for keeping the CCSGA website consistently updated and taking charge of all advertising and media relations of the organization.

Ideal Qualifications:

- Strong background in Microsoft office (Excell, Word, PowerPoint)
- Experience in social media (Twitter, Facebook)
- Knowledge of Wordpress web design
- Knowledge of Colorado College groups
- Experience with design software (Photoshop, Twitter) is a plus
- Ability to work independently and to maintain an 'on-call' mentality

Name:

Year:

Major (if decided):

1. Why are you interested in this position?
2. What experience do you have in advertising/media/public relations?
3. What clubs/organizations do you actively engage in on CC's campus?
4. What would you change about the current CCSGA website?

**Please include an updated resume if you would like to be eligible for this position.**

**Send the completed Applications to [CCSGA@ColoradoCollege.edu](mailto:CCSGA@ColoradoCollege.edu)  
Application deadline: Friday, September 21, 2012**

## CCSGA Office Manager Application

Fill this side out only if you are applying for the office manager position

The office manager of the CCSGA is responsible for taking all meeting minutes, scheduling events/meetings with student groups and the administration, and retaining email correspondence and telephone service.

Name:

Year:

Major (if decided):

Ideal Qualifications:

- Experience in taking minutes
- Strong background in Microsoft office (Excell, Word, PowerPoint)
- Strong writing and organizational skills
- Knowledge of Colorado College groups
- Attention to detail and comfort in administrative tasks

1. Why are you interested in this position?
2. What experience do you have in an office environment?
3. What clubs/organizations do you actively engage in on CC's campus?
4. Describe a situation in which you have had to present an objective opinion about a topic you were passionate about?

**Please include an updated resume if you would like to be eligible for this position.**

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