Illinois State Student Anthropologist Association- SAA

Position title:
PR/Recruitment Coordinator of the Executive Board

Reports to: President of the Executive Board
Elected by: Board vote
Term: 1 academic year starting at Rites of Passage
Level: Member

Summary
The Public Relations and Recruitment Coordinator is the member in-charge of marketing and the image of the association. They must be able to understand the current social trends and how to utilize all resources available. Each semester this position should set programs and plans to promote the association at the two major RSO displays on campus (Festival ISU and Winterfest).

Qualifications:
- Be an ISU student
- In good academic standing with the University
- Have the ability to attend no less than half of the bimonthly general meetings

Primary responsibilities
I. Attend weekly Board Meetings
II. Attend bimonthly general meetings
III. Adhere to the Constitution and the Mission Statement
IV. Coordinate Festival ISU and member recruitment
V. Coordinate ISSAA propaganda (i.e. t-shirts, social media, and displays)
VI. Monitor fiscal responsibility, budget planning, and communicate with advisor regarding ISSAA bank account
VII. Organize sales and other fund raising efforts
VIII. Responsible for other duties delegated by the President, Vice-President, or Advisor
IX. Hold 1 office hour per week