



# Public Relations Representative Application

## Position Summary:

The ASG Public Relations officer is responsible for the production of ASG publications, with the goal of promoting ASG and ASG related activities within the college community. Responsible for marketing Associated Student Governments events, activities, goals, and projects.

## Desired Qualifications:

- Working knowledge of Bellevue College programs and divisions
- Has participated in or has been a member of club or program
- Experience using social media

## Essential Functions:

- Develop a working knowledge of, and adhere to the ASBC Constitution, ASBC Bylaws, and ASBC Financial Code
- Agree to and Meet the Student Leadership Position Expectations
- Publish, post, and publicize events and information on Associated Student Government social media accounts(with direction from ASG leader and the ASG Advisor)
- Work with watchdog, Office of Institutional Advancement to ensure events are publicized
- Oversee the use of the ASG logo and make sure it is used to advertise all events put on or sponsored by ASG
- Publicize important information (i.e. suggestions, proposals, objectives, events, updates, and the ASG mission and goals) to the Bellevue College student body by creating, distributing

and maintaining all information collected from sources across and beyond campus, including from faculty, staff, administration and elsewhere

- Works with the ASG President and the ASG Advisor on all press releases, articles to appear in the student newspaper and newsletters
- Maintains the ASG posting boards
- Schedule weekly tabling/outreach on campus and ensure it is conducted.
- Take photos at all Associated Student Government events and post on our Facebook & website.
- Ensure the Associated Student Government's presence in campus-wide activities involving outreach (both on campus and off campus).
- Serve as recorder in absence of Secretary
- Compile an annual report of the Associated Student Government in June to Director of Student Programs and ASG Advisor.
- Serve on all assigned committees.
- Meet weekly with the ASG Advisor.
- Perform related duties as assigned.