



## **Associated Students of Moorpark College**

### **Job Description: Director of Public Relations**

1. Shall oversee the preparation and distribution of press releases with consultation of AS Advisor.
2. Shall coordinate publicity for all Associated Students and Inter Club Council (hereby referred to as ICC) functions and sponsored activities.
3. Shall oversee maintenance of all Associated Students publicity materials, including, but not limited to: banner paper, helium tank, and balloons.
4. Shall be responsible for advertising via signboards and bulletin boards.
5. Shall generate appropriate publicity materials and distribute them as requested by the Director or ICC sponsored event.
6. May generate appropriate publicity materials and distribute them as requested by the Moorpark College Student Activities office or any Associated Students recognized student organization, for events not officially sponsored by the Associated Students or ICC.
7. Must approve all advertising materials pertaining to AS BOD sponsored/co-sponsored events or activities.
  - a. This does not include events/activities in which funds were provided by the AS Programming Committee.
8. Shall maintain copies of all newspaper articles concerning the Associated Students and Moorpark College.
9. Shall serve as the chairperson of the Associated Students ad hoc Public Relations Committee if established.
10. Shall serve as voting member of the Inter Club Council.