ASMSUB Student Services/Public Relations Coordinator
Chair, Student Services/Public Relations committee

Qualifications (See ASMSUB Bylaws, Article 1, Sec. 1-7)
A candidate applying for the position of ASMSU Billings Student Services/Public Relations Coordinator must have, at the time of his/her selection:

- Accumulated a minimum of twenty-four (24) Montana State University Semester hour credits and have a cumulative GPA of 2.50 or above
- Must have attended at least two semesters prior to taking office

Work Schedule
- 15+ hrs/week required during academic year
- Summer hours flexible

Criteria for Selection
- Excellent written and oral communication skills; strong leadership skills
- Excellent organizational skills and time management
- Ability to create and promote new service events and sustainability programs
- Responsible for overseeing the Student Services/Public Relations budget
- Able to be a team leader and delegate duties and/or appoint sub-chairs, if needed

Primary Duties
- Chairs the Student Services/Public Relations Committee-helps with the coordination of academic services, recreational services, campus resources, sustainability events, Senate public relations, community activity, campus physical improvements or enhancements and student life in general. This committee is responsible for the Outstanding Faculty Awards, Spirit of Giving, book recycling, ski tickets, Snow Bowl, Senate forums, sustainability programs, Service Saturday, community service projects, etc.
- Adheres to and follows all ASMSUB bylaws and policies.
- Each Executive Cabinet member shall receive a stipend as approved by ASMSUB Student Senate.