Are you looking to get more involved on campus and gain relevant work experience at the same time? Are you always the one in charge of making the “creative” stuff for a party? Do you constantly have fun ideas for themes at upcoming events? Are you able to quickly pull together fun and creative flyers on programs such as MS Word, Adobe Creative Suite or Publisher? Do you enjoy working in a team environment? If this sounds like you, please read on!

Specific Duties of Marketing & Design CAT:
- Develop creative marketing ideas for upcoming events for CCE office as part of a team
- Create and design fliers, table tents, and other advertisements to effectively market upcoming events to student body under tight deadlines
- Meet with Professional Staff in the areas of Career Development, Volunteer & Community Service and Service Learning to discuss materials necessary for marketing upcoming events, as well as any limitations or regulations that need to be considered
- Must be proficient in creating/designing advertisements digitally
- Collaborate with External Relations CAT to distribute marketing materials across campus and the community, both physically and electronically
- Work as part of a team, taking direction from other students and staff regarding marketing needs

Members of the Center Advising Team are expected to work as advocates and promoters of all services offered through the Center for Career and Civic Engagement. The Center Advising Team, also known as CAT is comprised of student leaders, each of whom will be responsible for:

The Center Advising Team is comprised of student leaders, each of whom will receive training and be responsible for:
- Representing CCE at other Winthrop functions and events as necessary
- Participate in developing marketing strategies to encourage students to visit and utilize services provided by CCE;
- Serving as a backup for front desk support as needed;
- Completing other duties as assigned by professional staff

Desired Qualifications & Expectations
- Eligible for work study (preferred not required)
- Maintaining a respectable GPA and remaining free from academic and social probations;
- Creative thinker who is flexible and willing to work on a variety of projects at the same time
- Attending training sessions to improve Career Development/Office skills as necessary and;
- Working between 6-9 hours per week during office hours (8:30-5pm, M-F)
- Interest in learning more about career development & civic engagement
- Detail & deadline-oriented
- Experience in designing creative flyers, marketing materials, etc (we use MS Word, PowerPoint to create most things but if student is familiar with Adobe programs there is opportunity to use this as well)
- Prefer student who will be eligible to stay in this role for at least 3 semesters (rising sophomores, juniors)

Members of the Center Advising Team should maintain a high level of professionalism at all times and work as part of the CAT team to accomplish goals and expectations put forth by CCE office. In addition to abiding by all expectations listed above, CATS must maintain office hours and attend mandatory CAT meetings (usually 2x/month). All CATS report directly to Goldie Gildehaus, Career Consultant.
CENTER ADVISING TEAM APPLICATION

Please print clearly and complete all areas.

Name: ____________________________________   Student ID #:______________________________

Local Address: ___________________________________________________________________________

Street                                                                 City                                            State                                           Zip

Class Standing:   Freshman          ☐   Sophomore  ☐          Junior  ☐     Senior  ☐   Graduate Student  ☐

Anticipated Graduation Date: _________________            Cumulative GPA: __________________________

Major: ___________________________________              Minor: __________________________________

Are you eligible (or think you will be) for work study for Fall 2015? (circle one)    Yes              No

When is the best time to contact you? _____________________________________________________

Telephone number: _______________________________________

Winthrop email address: ___________________________________________________________________

Submit Resume, Cover Letter and 3 references in addition to this form.

In your cover letter please answer the following questions:
How did you hear about this position?
Why are you interested in becoming a member of the Center Advisor Team?
Briefly describe the skills and qualities you possess that will be relevant to this position.
What do you know about Career & Civic Engagement at Winthrop?

Include 3 Professional References (Name, Title, email address & phone number)

By signing my name, I affirm that all information presented on this application is true and complete.

Signature: ______________________________________________________

Send completed application, resume, cover letter and 3 references to:
   Center for Career & Civic Engagement c/o Goldie Gildehaus
   Crawford Building, Winthrop University

Or you may scan/email documents to Goldie at gildehausg@winthrop.edu.
No phone calls, please.

We will contact you only if you have been selected for an interview.