Executive

Business Manager

The Business Manager is the business and administrative position supporting the business operations of ASMSU. The Business Manager must have exceptional organization and communication skills and be willing to work on a team and within the scope of the organization. The Business Manager holds a minimum of 6 office hours per week and works closely with the Director of Operations, the Assistant Director of Operations, and Student Engagement and Leadership Advisor to create and present the Programs and Administration budgets during ASMSU spring budgeting, prepares and presents the overall ASMSU budget with the assistance of the Student Engagement and Leadership Advisor and the Operations Manager, gives weekly reports to Senate at a regular Senate meeting on each program, and tracks and records yearly inventory of all ASMSU programs. Additional duties include making weekly deposits, reconciling, tracking hours worked by program directors, and attend weekly Administrative, Executive, Finance Board, and Senate meetings. Experience in business/accounting strongly preferred. The Director will be supervised by the ASMSU President and Vice-President and advised by the OSE Director of Operations.
ASMSU Student-Led Programs

Arts and Exhibits Director

The Arts and Exhibits Director is responsible for showcasing visual arts exhibits by locally, regionally, and nationally-known artists. Other duties include promoting Arts & Exhibits events, maintaining gallery space, coordinating installation, exhibition, reception, and de-installation of all art exhibits, monitoring attendance at gallery exhibits and events, and leading the biannual MSU Student Art Market. In addition, the Director must conduct a call for entry, create a selection committee, review applications, and select artists for exhibitions in The Exit Gallery and the Information Technology Center in the Renne Library. The Director will collaborate biannually with other departments (Fall) and guilds (Spring) on campus to select professional visiting artists to engage with MSU students through demonstrations, lectures, and receptions, as well as host an exhibit of their work in conjunction with their visits. They must hire, manage, and supervise student employees of the Exit Gallery. The Director is responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board. Lastly, the Director will be asked to attend program director meetings. The Director must have exceptional organization, management, and communication skills. The Director will be advised by the OSE Assistant Director and supervised by the ASMSU Vice President.

Arts and Exhibits Assistant Director

The Arts & Exhibits Assistant Director assists the Arts & Exhibits Director with implementing various exhibits in the Exit Gallery, on and off campus throughout the year. The Assistant Director must have exceptional organization and communication skills and be willing to work on a team. The Assistant works a maximum of 110 hours per semester at a rate of $10 per hour. Hours will be approximately 4-5 hours per regular week and 10-20 during reception and art sale weeks. The Assistant is in charge of gallery reception implementation, poster distribution, social media and marketing, supply closet maintenance, installation and de-installation of shows. The Assistant may also assist the Director with any and all tasks as found in this program.

Diversity & Inclusion Director

The ASMSU Student Director of Diversity and Inclusion is responsible for promoting and actively working towards an inclusive and welcoming environment within ASMSU and the MSU campus. The Director must have exceptional organization and communication skills and be willing to work with other ASMSU programs and campus and community partners. The Director will foster partnerships with organizations at MSU and within the Bozeman community to enhance and expand diversity and inclusion awareness, services, programming, and education.
As part of regular programming, the Director will conduct an MSU Diversity Symposium in the spring. The Director will also be responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board, in addition to advocating for any supplemental funds that may be needed. In order to maintain a strong relationship between the elected officials of the student body, the Director will meet with their liaison no less than twice a month keeping them informed of upcoming events and initiatives. Lastly, the Director will be asked to attend bi-monthly program director meetings. The Director will be supervised by the ASMSU Vice President and advised by the OSE Student Engagement and Leadership Advisor.

**Elections Director**

The Elections Director is responsible for managing and running the ASMSU elections for the ASMSU Student President, Vice President, and Senate positions in the spring. The Director must have exceptional organization and communication skills. The Director is responsible for filling all 21 senate seats, promoting ASMSU elections through advertisement, encouraging friendly competition between candidates, working with the ASMSU judicial council to ensure the enforcement of rules and regulations regarding elections, working with ITC to set up an online ballot, and organizing debates between executive teams. The Director is responsible for increasing student involvement and voter turnout in the elections and must work closely with other Office of Student Engagement programs to create a successful elections cycle. This may include planning events such as an elections BBQ or coffee on the mall to encourage and promote students to vote. The Director may be responsible for hiring and managing a student associate that will work alongside the director to assist with the logistics of elections. The Director is responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board. Lastly, the Director will be asked to attend bi-monthly program director meetings. The Director of elections will be supervised by the ASMSU Vice President and advised by the OSE Director of Operations.

**Films Director**

The Films Director is responsible for all aspects of operating the ASMSU Procrastinator Theater. The position is open to all majors, while experience with audio/visual technology and video editing software is preferred. Basic requirements include having a passion for movies, taking pride in entertaining audiences, being capable to work both independently and in team environments, and acute attention to detail. Responsibilities include making all programming decisions, working with film distributors to obtain rights for film exhibition and negotiate contracts, managing and scheduling a staff of Theater Operators, developing strategies for marketing communications and effectively executing those plans, managing and maintaining theater technology, facilities, and resources in collaboration with SUB Administration, Conference and Events Services, and third-party contractors. The Films Director also plans and organizes special events in the theater – both independently and with campus and community
organizations. The Director will be responsible for hiring and managing a minimum of 6 associates to help with the production of the theater. In addition, the Director is responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board. Lastly, the Director will be asked to attend bi-monthly program director meetings. The Director will be supervised by the ASMSU Vice President and advised by the OSE Assistant Director.

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**Health & Wellbeing Director**

Health and wellbeing are crucial aspects of a successful, academic experience. To help facilitate these values, the Health and Wellbeing Director assesses, analyzes, synthesizes and creates innovative approaches to address health and wellbeing concerns that affect the student body. From helping implement policy and holding outreach events, to networking with offices and organizations across campus, the Health and Wellbeing directorship is an engaging position that allows one to make positive change towards promoting healthy lifestyles. Seeing health as a holistic endeavor, the Director actively supports an approach that encompasses many different elements of the health spectrum. The Director also is responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board, in addition to advocating for any supplemental funds that may be needed. In order to maintain a strong relationship between the elected officials of the student body, the Director will meet with their liaison no less than twice a month keeping them informed of upcoming events and initiatives. The Director will be supervised by the ASMSU Vice President and advised by the OSE Director of Operations.

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**Latenight Streamline Director**

The Latenight Director leads the Streamline Latenight bus attendants and coordinates all aspects of the Latenight bus program. The Director hires, trains, schedules, and manages a team of students and should have the ability to lead the team and assist in Latenight runs, when needed. This may include being on call and available to assist in last minute requests and situations. The Director must be able to think in high-pressure situations, have a desire to be committed to preventing drunk driving accidents, and have a passion for environmentally-friendly transportation. CPR and first-aid training is preferred. The Director will work closely with Karst Stage, Streamline, and HRDC to continue improving and growing the Latenight program. The Director is responsible for distributing Streamline maps/schedules around campus (Ask Us Desk, campus offices, residence halls) and within the Bozeman community and ensure that the locations stay stocked. The Director is responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board. Lastly, the Director will be asked to attend bi-monthly program director meetings. The Director will be supervised by the ASMSU Vice President and advised by the OSE Director of Operations.
**Student Political Action Director/Lobbyist**

*can be two separate positions or one combined position*

The Student Political Action Director/Lobbyist (SPA) is the student connection between ASMSU, the state, and local government. They must advocate for student issues important to the student body. Responsibilities include coordinating ASMSU legislative initiatives at both the state and local level, staying up to date on local government issues and report government initiatives to ASMSU Senate, and working with the student body to promote voter education and turnout. During legislative years, the SPA Director serves as the Student Lobbyist. They must be willing to lobby on issues and live in Helena for the session. This individual must be driven, have exceptional organization skills, and be able to communicate effectively with government official, university administration, and students in a non-partisan manner. In addition, they must be enthusiastic about engaging volunteers and working with community members. The Director is responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board. Lastly, the Director will be asked to attend bi-monthly program director meetings. The Director will be supervised by the ASMSU Vice President and advised by the OSE Director of Operations.

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**Local Government Liason (not hired in off-legislative years)**

The Local Government Liaison (LGL) will report, directly to, the ASMSU Political Action Director (Student Lobbyist) with tasks and objectives assigned by the ASMSU Student Lobbyist and ASMSU Executive team. The LGL will observe all Bozeman city council meetings and Inter-neighborhood Council meetings and will formally represent ASMSU and The Office of Student Engagement upon the request of the ASMSU Executive Team. In election years that utilize polling places, in order to promote student civic engagement, the LGL will work closely with the Gallatin County Clerk and Recorder to establish an on Campus polling location for the precincts near campus. Additionally, the LGL will assist ASMSU Legal Services with programming about renter’s rights and responsibilities as well as Law Day. During the legislative session, the LGL will create and coordinate and chair ASMSU Legislative Committee. This committee will be made up of no less than 5 students, 2 appointed ASMSU Senators, 1 member of the ASMSU Executive Team, and the ASMSU Student Lobbyist. These members will advise in the process of legislative prioritization and distribute information about legislation to their respective communities, as well as assist in garnering student support for ASMSU legislative initiatives. The LGL will be responsible for reporting information from the ASMSU Student Lobbyist to the ASMSU Executive Team, Senate and the appropriate ASMSU Senate committees. Applicants must have excellent communication skills, be self-motivated, and be a team player. While not required, experience in event planning, community organizing and policy making are highly recommended. The applicant should have existing relationships with local government officials as well as local state elected officials. The Director will be supervised by the ASMSU Vice President and advised by the OSE Director of Operations.
Programming and Campus Events (PACE) Board

Campus Entertainment Director

The Campus Entertainment Director works to plan various on and off campus events such as trivia nights, concerts, motivational speakers, comedians, and more. The Director must have exceptional organization and communication skills and be willing to work on a team. Communication skills will be applied to negotiating contracts, venues, and hospitality arrangements for artists. The Director will also be required to attend weekly PACE (Programming and Campus Events) Board meetings to ensure communication and collaboration with The Office of Student Engagement as a whole entity. The Director will take lead on the implementation of the MSU Debut events, including but not limited to: Catapalooza entertainment, SUBTACULAR, The M Photo, Legend of the Bobcat, and the Pool Party at Bozeman Hot Springs. In addition, the Director is responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board. The Director may play a role in the hiring of PACE associates. The Director will be supervised by the ASMSU Vice President and advised by the Student Engagement and Leadership Advisor.

Productions Director

The Productions Director is responsible for lighting and audio equipment setup, sound, layout, and implementation of Programming and Campus Events from ASMSU and the Office of Student Engagement and other MSU events as delegated by the Student Engagement and Leadership Advisor and the ASMSU Vice President. The Director must have exceptional organization and communication skills and be willing to work on a team. Experience with audio and lighting products including live audio mixing is required. The Director will also be required to weekly PACE (Programming and Campus Events) Board meetings to ensure communication and collaboration with the Office of Student Engagement as a whole entity. The Director will be involved in the implementation of the MSU Debut events, including but not limited to: Catapalooza entertainment, SUBTACULAR, The M Photo, Legend of the Bobcat, and the Pool Party at Bozeman Hot Springs. The Director will be responsible for serving as a DJ at a minimum of 10 MSU events throughout the term. In addition, the Director is responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board. The Director may be responsible for hiring and supervising a Productions associate. The Director may play a role in the hiring of additional PACE associates. The Director will be supervised by the ASMSU Vice President and advised by the Student Engagement and Leadership Advisor.
**Spirit/Traditions Director**

The ASMSU Spirit Director's responsibility is to encourage an MSU campus community culture by planning and organizing traditional and spirited events for MSU students such as Homecoming, Cat/Griz events, the Undie Run, and other MSU events as delegated by the ASMSU Vice President and Student Engagement and Leadership Advisor. The Director must have exceptional organization and communication skills and be willing to work on a team. The Director must apply organization and communication skills to an event such as Homecoming, which requires coordinating candidates, and organizing both a BBQ and parade, etc. The Director will also be required to attend weekly PACE (Programming and Campus Events) Board meetings to ensure communication and collaboration with the Office of Student Engagement as a whole entity. The Director will assist in the implementation of the MSU Debut events, including but not limited to: Catapalooza, SUBTACULAR, The M Photo, Legend of the Bobcat, and the Pool Party at Bozeman Hot Springs. In addition, the Director is responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board. The Director may play a role in the hiring of additional PACE associates. The Director will be supervised by the ASMSU Vice President and advised by the Student Engagement and Leadership Advisor.

**Outreach Director**

The ASMSU Outreach Director’s responsibility is to encourage outreach and engagement at all Programming and Campus Events (PACE) hosted by ASMSU and the Office of Student Engagement. The Director must have exceptional organization and communication skills and be willing to work on a team. As the team leader for PACE, the Outreach Director oversees the 3 PACE associates and delegates work among them as well as other ASMSU and community volunteers that contribute to implementing events. The Outreach Director will provide a lead role for the PACE team in partnership events (i.e. Residence Hall Association, Outdoor Rec) and philanthropic events (i.e. Strike-Out-Hunger). The Outreach Director will work closely with the Student Engagement Global Ambassadors (SEGAs), the ASMSU/OSE Marketing Team, and other campus partners to ensure student engagement at PACE events. The Director will also be required to attend weekly PACE (Programming and Campus Events) Board meetings to ensure communication and collaboration with The Office of Student Engagement as a whole entity. The Director will assist in the implementation of the MSU Debut events, including but not limited to: Catapalooza, SUBTACULAR, The M Photo, Legend of the Bobcat, and the Pool Party at Bozeman Hot Springs. In addition, the Director is responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board. The Director may play a role in the hiring of PACE associates. The Director will be supervised by the ASMSU Vice President and advised by the Student Engagement and Leadership Advisor.
**Productions Associate**
The Productions Associate is responsible for assisting the Productions Director with lighting and audio equipment setup, sound, layout, and implementation of Programming and Campus Events from ASMSU and the Office of Student Engagement and other MSU events as delegated by the Student Engagement and Leadership Advisor and the ASMSU Vice President. The Associate must have exceptional organization and communication skills and be willing to work on a team. Experience with audio and lighting products including live audio mixing is preferred. The Associate will also be required to weekly PACE (Programming and Campus Events) Board meetings to ensure communication and collaboration with The Office of Student Engagement as a whole entity. The Associate will assist in the implementation of the MSU Debut events, including but not limited to: Catapalooza entertainment, SUBTACULAR, The M Photo, Legend of the Bobcat, and The Pool Party at Bozeman Hot Springs. The Director will be supervised by the Productions Director and the ASMSU Vice-President and advised by the Student Engagement and Leadership Advisor.

**Programming and Campus Events (PACE) Associates (3)**
Programming and Campus Events (PACE) Associates provide a crucial role in the implementation of ASMSU and Office of Student Engagement Events. The Associates must have exceptional organization and communication skills and be willing to work on a team. The Associates will take a lead role in ASMSU Trivia Night organization and event management for comedy shows, comedians, concerts, etc. The Associates are required to attend weekly PACE (Programming and Campus Events) Board meetings to ensure communication and collaboration with the Office of Student Engagement as a whole entity. The PACE Associates will assist the PACE Directors and the Student Engagement and Leadership Advisor in the implementation of the MSU Debut events, including but not limited to: Catapalooza, SUBTACULAR, The M Photo, and Legend of the Bobcat. The Associates will be supervised by the Outreach Director and ASMSU Vice-President and advised by Student Engagement and Leadership Advisor.
**Marketing Team**

**Public Relations Director**

The Public Relations Director will create a comprehensive and consistent marketing strategy to promote all Office of Student Engagement and ASMSU programs, activities, and events to ensure MSU students are fully aware of the services and programs that the office provides. The Director will strive to centralize Office of Student Engagement branding efforts to establish a general understanding of the overall mission of the organization. The PR Director must be proficient in email, photography, Facebook Ads, and social media including Twitter, Instagram, and Facebook. Experience with Adobe Creative Suite preferred. The PR Director will manage and work closely with the office Graphic Designer, will prepare the Bobcat Buzz, will publish online calendar events for all Office of Student Engagement events, will manage the creation and purchasing of Office of Student Engagement promotional items, will table at promotional events such as Orientation, MSU Friday, and Catapalooza, will assist other Office of Student Engagement Program Directors in the promotion of their events, and will manage all Office of Student Engagement social media accounts (Facebook, Instagram, & Twitter). Videography and graphic design skills not required, but strongly preferred. The Director will also hire and manage 1-2 associates that work alongside the Director to assist with the logistics of office public relations. In addition, the Director is responsible for managing a budget which includes routine presentations to the ASMSU Senate and Finance Board. The Director will also be required to attend weekly PACE (Programming and Campus Events) Board meetings to ensure communication and collaboration with the Office of Student Engagement as a whole entity. The Director will be supervised by the ASMSU Vice President and advised by the OSE Events & Communications Specialist.

**Media Productions Director**

The Office of Student Engagement Media Productions Director works along with the Public Relations Director and Graphic Designer creating multimedia promotional material for the Office. The Media Productions Director must be skilled in photography, videography, 2D animation, organization of their assets, and communication with the other members of the Public Relations team (especially the Public Relations Director) and their clients. The Media Productions Director must be proficient in video editing software (Premiere Pro, Final Cut Pro, Avid, etc.), photo editing software (Photoshop, Lightroom, etc.), and animation software (After Effects). The Media Productions Director will be expected to create promotional videos and graphics for events throughout the year (Trivia Nights, Contracted Entertainers, Etc.). The Media Productions Director will also produce recap highlight videos of larger events (MSU Debut,
Homecoming, Spring Concert, etc.). The Media Productions Director will be expected to attend all or nearly all of the events hosted on campus to film/take pictures and video. The Media Productions Director will be expected to attend a weekly PACE meeting as well as any meetings pertaining toward the creation of multimedia material for the Office. The Director will be supervised by the ASMSU Vice President and advised by the OSE Events & Communications Specialist.

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**Graphic Designer**

The Office of Student Engagement Graphic Designer provides strategic design to appropriately convey the office’s branding for a wide variety of subjects. The designer’s knowledge should include a great understanding of typography, advanced copy writing ability, and a strong comprehension of the Adobe Creative Suite. Knowledge and skills of videography and/or photography may also be beneficial. The most important aspect of a valuable designer is the ability to generate original and influential ideas. Each project presented to the designer may be advertised through media other than print, so all avenues of advertising should be considered for every design issue presented. A vital designer should generate concepts that will make each Office of Student Engagement event as significant and memorable as the last. The Director will also work with student organizations to meet their graphic design needs. The Director may be asked to attend weekly PACE (Programming and Campus Events) Board meetings to ensure communication and collaboration with the Office of Student Engagement as a whole entity. The Director will be supervised by the ASMSU Vice President and advised by the OSE Events & Communications Specialist.