

CCS Lead
Communications & Creative Services



<p>Job Description</p>	<p>CS Leads hold (and can document) substantial experience and advanced knowledge and leadership skills for the CCS department and Carolina Union. The CCS Executive Lead is expected to serve as a student supervisor and address other student employees' work and timing of projects, address any organizational issues within the department, help with conducting interviews, trainings, networking, and workshops, as well as engage with other employee initiatives with their peers. The Lead is expected to participate in departmental meetings and other duties assigned based on department needs. They will also be responsible for an area of communications or creative services for the department.</p>
<p>Specific Duties & Responsibilities</p>	<ul style="list-style-type: none"> • Delegate tasks to student employees during meetings and events • Work with student employees on their work schedules and keep track of attendance as needed • Serve as the lead as the voice of the student employees to connect issues or opportunities between students and full-time staff • Be responsible for an aspect of communications, design, photography, or videography as part of the day to day tasks
<p>Requirements & Qualifications</p>	<p>Requirements:</p> <ul style="list-style-type: none"> • Possess and provide documentation of substantial experience and in-depth knowledge of Communication & Creative Services and the Carolina Union • Demonstrated ability to supervise others and work on independent projects of significant scope • Demonstrated ability to conduct interviews, trainings, performance evaluations, networking experiences with expertise, and other employee initiatives for peers • Attend meetings as required and perform other duties as assigned • Excellent creative thinking and problem-solving skills • Must be able to take direction and constructive feedback from managers and clients with a positive attitude and successfully communicate needs to student employees • Must be comfortable serving as part of a diverse team that includes people with varying beliefs and backgrounds • Must have technical skills in design, photography and/or videography
<p>Learning Goals & Competency Development</p>	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • Predict possible roadblocks or limitations to success of a project, task, or initiative • Appraise verbal/written responses to clients, staff, and peers • Contrast conventional ideas or approaches to tasks and projects with innovative contributions
<p>Available</p>	<p>2</p>

Openings	
Hours	10-12 hours per week; must have availability of a minimum of 3 days per week
Hourly Rate	\$10.30
Time Frame	Academic Year 2019-2020
Contact Name	Beth Morris; Keith Hines; Keven Lewis
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