**Media Point Person Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Contact and follow up with staff and guest bloggers**

***Director will make initial request, you will keep contact until information has been gathered, and send Thank You letter from Director***

* **Forward content to corp. office by deadline**

***Convert to necessary format before submitting, we need as typed, e-mail attachment***

* **Be point person for photos for each event at the campus**

***If* unable *to attend event, secure a person to perform the photography.***

***Gather media release forms for students in photos. Write commentary for events,* short** ***descriptions of who, what when, where***

* **Bi-weekly posts to Facebook- Tuesdays and Fridays**

***Student activities as well as promotions available to the clients***

***Monitor for content that needs edited or deleted.***

* **Utilize photos for in campus displays for clients and tours**

***What’s happening board on clinic to keep clients excited about our community events***

***and/or fun things happening in the classroom: Picture of the new basics students,***

***picture from graduation ceremony of all the students. Picture client winners of contests…***

* ***Submit documentation to*** [***SPeel@xenonintl.net***](mailto:SPeel@xenonintl.net)

***Susan works Tuesday –Thursday plan your submissions accordingly and 4 weeks in advance***

**4 Hours a week will be committed to these activities, these hours may NOT be used for other work responsibilities, or “off “time. Regular hourly wage will be paid as well as an increase of $150.00 a month. This opportunity will be on a trial basis on the performance of the above listed duties. At the end of the 60 day trial period the *media* *point person position* may be terminated by either party without reflecting on the overall performance of your other job responsibilities and the additional pay will be discontinued.**

**Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**