

# PRSSA Kent Web and Social Media Manager Application

Completed applications should be e-mailed to PRSSA Kent President Jada Miles at [jmiles16@kent.edu](mailto:jmiles16@kent.edu) no later than Friday, April, 2 at 11:59 p.m.

**I) Web and Social Media Manager.** The duties of the Web and Social Media Manager shall include, but not be limited to: Attend any leadership seminars or caucus that may reflect on the betterment of the chapter; serve as official chapter photographer—acquire pictures at all events; coordinate developing and posting on Website and blog; coordinate and draft updates to the chapter Website weekly while classes are in session (create an editorial calendar for the website/blog each semester with post topics - meeting promotion, recaps, speaker bios, etc.; post updates to meeting minutes, meeting and event calendar, member directory, and participation points; expand Web content, as appropriate, to improve member communications; conduct annual Website evaluations with officers and members); write or receive blog posts from members biweekly and send to President/other officer for editing; keep events, general officer information, etc. updated on the blog and website each year; write stories for the website, send along for editing and post stories to [www.prssakent.com](http://www.prssakent.com); assist Secretary with maintaining an updated list of chapter history; assist VP of Public Relations with promoting the Website among members; coordinate developing and posting on Twitter, Facebook, LinkedIn, Flickr, and Wiggio; coordinate and draft updates to the chapter social media accounts weekly while classes are in session (create an editorial calendar for social media each semester with post); update the @prssakent Twitter account several times per week to post links to articles, promote meetings and events, recognize hard working PRSSA members, highlight meeting information, etc.; assist Secretary with maintaining an updated list of chapter history; assist VP of Public Relations with promoting the chapter's social media among members; oversee social media and web content committees; attend at least one PRSA Akron/Cleveland professional meeting each year.

NOTE: Any member interested in serving as the Web and Social Media Manager must have completed or be currently enrolled in Digital Public Relations.

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No handwritten applications. Please type your answers

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class Standing:      Freshman                  Sophomore                  Junior                  Senior

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Are you a dues-paid PRSSA member? YES / NO \*Note: You must be a member to run

How long have you been an official member? \_\_\_\_\_

Have you read through the PRSSA Kent bylaws? YES / NO

Have you spoken with the person who currently holds the intended position? YES / NO

What skills, experience and knowledge could you contribute to PRSSA?

Why do you qualify for the position(s)?

If you've been involved in PRSSA activities in the past, please briefly highlight your contribution:

How much time can you devote each week to PRSSA activities during:

\_\_\_\_ /per week

**I agree to and understand that by becoming a PRSSA Kent officer I am required to attend all executive board and general meetings. I also understand that being a PRSSA Kent officer does not mean that I am able to bypass the application process to be chosen to attend the PRSSA National Conference or any other PRSSA/PRSA events.**

X\_\_\_\_\_ (type name here for signature)