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| MSU logo.jpg | MEMO |
| TO: | Executive Board |
| FROM: | Kathleen Cassidy  |
| SUBJECT:DATE: | Campus Events Promotions and Marketing CoordinatorFebruary 19, 2021  |

Dear Executive Board,

The purpose of this memo is to suggest small changes to the Promotions and Marketing Coordinator job description to more accurately reflect the requirements. The main changes are regarding our relationship with TwelvEighty which has moved to a communal support versus managing their promotions as they have hired their own media person to now oversee this once the Grind was introduced and duties became heavier.

Thank you,

Kathleen Cassidy

Director, Campus Events