

# Campus Design & Copy Application

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## Dear Applicant,

Thank you for applying to CD&C! We appreciate and consider all applicants. Please read this cover sheet before filling out the application. We believe it is essential that you understand what CD&C is and how we operate as a student-run co-operative business before applying for a position with us. Thanks for your time, and good luck!

## What is CD&C?

Campus Design & Copy (CD&C) was formed in 1990 through the fusion of the on-campus operations SGA Communications and Student Notes & Printing Service. CD&C is now a student-run co-operative business whose purpose is to provide the University community with inexpensive copy, design, fax, and computer services.

All decisions are made through group consensus as each co-manager is an equal and shares the difficult tasks of running a small business. These tasks are assigned to specific committees such as Advertising, Design, Steering, etc.

## What kind of co-manager is CD&C looking for?

We are seeking highly motivated individuals who are interested in working as a team with other co-managers. This is a job that requires creativity, initiative, assertiveness, and the ability to work within the group structure. CD&C also seeks a diverse group of employees, so please make an attempt to show your individuality in this application. Preference is given to freshmen and sophomores. Computer experience is a plus; however, there are no specific skill requirements except a strong desire to contribute to the business. Those applicants interested *only* in a job need not apply.

## What is expected of you?

- Committing to **at least two consecutive, full semesters**
- A night copy commitment (varying nights, depends upon class schedules, etc.), which requires that a co-manager work after the store closes for the day. During night copy, employees complete jobs that were not finished during shift.
- A willingness to work beyond shift on committee work. Much of the work that it takes to run CD&C takes place in committees. Outside of shift, you will be expected to attend committee meetings and follow through on committee tasks.

## Please DO NOT apply if:

- You are not a full time student.
- You are a senior (sorry, we need a longer commitment).
- You cannot attend the mandatory all-staff meetings every **MONDAY 6PM**.
- You cannot meet any of the expectations listed above.

## Important dates to remember:

- Thursday April 17<sup>th</sup>: Applications DUE IN THE STORE BY 5PM**
- Friday 24<sup>th</sup>: If you receive a call from us today you will get an interview**
- Sunday April 26<sup>th</sup>: Interviews in the Store for those who are contacted**