



Northwest University Student Activities Board (SAB) exists to promote and build a positive inclusive community through engaging students socially, physically and culturally, in hopes that students will find a sense of belonging at Northwest University.

### **Position Summary**

The SAB Student Graphic Designer serves an integral role on the SAB team. The Student Graphic Designer works with team members to creatively develop and implement a marketing strategy for each SAB program – leading the team specifically in graphic design.

### **Responsibilities**

- Be an active member of SAB
- Brainstorm and contribute creative ideas for projects
- Produce graphic designs for fliers, social media, chapel slides, and all other forms of advertising
- Assist in the execution of SAB web development
- Share minimal responsibilities in coordinating SAB social media
- Effectively brainstorm, plan and assist SAB in providing student engagement events and experiences on and off campus
- Be present and an active member at all SAB sponsored programming
- Carry out all other duties as assigned by the SAB Student Director and the Community Life Graduate Assistant

### **Requirements**

This position will require approximately 5-7 hours of work per week and includes a scholarship. Hours need to be flexible as additional hours are required on activity days. This position is advised by the Community Life Graduate Assistant and reports to the SAB Student Director.

- Meet regularly with the SAB Student Director
- Must be available Monday evenings 6:00pm-8:00pm each semester for SAB Meetings
- Must be available Thursdays 3:30pm-5:20pm each semester for SAB Leadership Class

### **Qualifications**

- Demonstrate a strong commitment to the Christian faith
- Demonstrate an understanding of leadership and have a desire to grow personally and professionally
- Demonstrate the ability to be organized and detail-oriented, as well as creative
- Must have experience and skill in graphic design
- Proficient in computer software used for creating and editing promotional materials
- Be a full time student at Northwest University (at least 12 hours/semester) during time in office. May not take more than 19 credits at one time during duration of their term in office. Petitions may be submitted to Director of Community Life.
- Must be in good standing with Student Development, Campus Ministries and the Office of the Provost
- Maintain a minimum cumulative grade point average of 2.50
- Additional hours of paid or volunteer work, on- or off-campus must be approved by the Director of Community Life.
- Preference will be given to those who have been enrolled as a full-time student at Northwest University for at least two semesters prior to the term of office

### **Important Leadership Dates and Requirements**

- Commitment is May 19, 2019 – Spring Commencement 2020
- Must be available Monday evenings 6:00pm-8:00pm each semester for SAB meetings
- Must be available Thursdays 3:30pm-5:20pm each semester for SAB Leadership Class
- 2019-2020 Leadership Retreat March 29-30, 2019
- Leadership Training: August 11-August 22 (full time)
- All Student Leadership Training: August 14-18, 2019
- Orientation: August 22-25, 2019
- Mid Semester Training: Tuesday, October 22, 2019
- Spring Leadership and Orientation January 11-12, 2019
- Attend Leadership Development opportunities throughout the year

**Scholarship Information**

This position will receive a 10% of tuition scholarship. Based on the 2018-2019 tuition, that would equal \$3110 for the year.