



## **Mosaic Student Communications Coordinator**

### **Mosaic Student Communications Coordinator Overview:**

The Mosaic Student Communications Coordinator is gifted in humble, yet confident communication. The MSCC will focus on campus wide collaboration, engagement, and dialogue. The MSCC will use many forms of communication including but not limited to; email, in person meetings, focus groups, interviews, etc. You will responsibly gain insight from student voices (many underrepresented) and in turn share that voice with the broader NU population. You will creatively implement co-curricular programming both active and passive. You will embody servant leadership as you engage NU and the surrounding community. This position is supervised by the Director of Multicultural Life.

### **Responsibilities/Requirements:**

- Demonstrate cultural humility-being “other” oriented
- Participate in all weekly Mosaic general meetings and office hours
- Help coordinate and execute events/programs
- Manage the Mosaic email account and be the first to respond to any inquiries
- Create campus wide emails to help advertise or promote Mosaic events/programs
- Meet with NU community members to assist in collaboration or coordination
- Consider facilitating or moderating events if needed
- Foster campus collaboration (departments, student organizations, clubs, faculty, etc.)
- Help build team dynamics (serve each team member)
- Actively recruit interested NU students to programs/events and potential future leadership
- Strong communication with Mosaic team, Director of Multicultural Life, various staff/faculty, student body
- Consistently meet with Director of Multicultural Life throughout the semester
- Regularly meet with Mosaic Student Director and potential Mosaic volunteers
- Additional work hours will be directed by the Director of Multicultural Life and demand of that week’s programming preparation

This position averages 6 hours of work per week. Hours need to be flexible and additional hours may be required on event days.



### **Qualifications:**

- Demonstrate a strong commitment to the Christian faith and the values of Northwest University
- Demonstrate an understanding of leadership and have a desire to grow personally and professionally
- Strong in communication and somewhat comfortable with public speaking
- Ability to effectively motivate peers to success
- Be a full-time student at Northwest University (at least 12 hours/semester) throughout position
- 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 paid jobs must not exceed 20 hours, unless otherwise approved by the Director of Multicultural Life
- Must be of Sophomore status prior to leadership and must have been enrolled as a full-time student at Northwest University for at least two semesters prior to the term of leadership

### **Compensation:**

The Mosaic Student Communications Coordinator will receive a scholarship of \$2,760.00 per year (\$1,380.00 per semester)

### **Important Dates:**

Spring Retreat for New Student Leaders: April 2, 2022

Return Date: August 15, 2022

Group Training: August 17-August 20, 2022

Mosaic Training: August 22-24, 2022

Welcome Weekend: August 25-28, 2022

Spring Training: January 6-8, 2023

May Graduation: May 6, 2023