



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 Social Media Coordinator & Graphic Designer serves an integral role on the SAB team. The Student Social Media Coordinator & Graphic Designer works with team members to creatively develop and implement a marketing strategy for each SAB program.

Responsibilities

- Be an active member of SAB through meetings, events, and class participation
- Coordinate and execute the social media calendar with the SAB Creative Team, SAB Student Director and Community Life Coordinator
- Produce graphic designs for fliers, social media, chapel slides, and all other forms of advertising
- Serve on the SAB Creative Team (with Photographer/Videographer) to brainstorm and execute creative marketing and communication efforts for events
- Work with Student Development and Printing Services to ensure all communication efforts are executed in a timely manner
- 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 Coordinator

Requirements

This position will require approximately 7.5 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 Coordinator and reports to the SAB Student Director.

- Meet regularly with the SAB Student Director
- Meet regularly with the Community Life Coordinator
- Must be available Monday evenings 6:00pm-8:00pm each semester for SAB Meetings
- Must be available Thursdays 3:30pm-5:30pm 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, or a strongly willingness to self-teach and learn
- 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 Community Life Coordinator.
- Additional hours of paid or volunteer work, on- or off-campus must be approved by the Community Life Coordinator.

Important Leadership Dates and Requirements

- Must be available Monday evenings 6:00pm-8:00pm each semester for SAB meetings
- Must be available Thursdays 3:30pm-5:30pm each semester for SAB Leadership Class
- 22-23 Student Leadership Spring Retreat: April 2, 2022
- SAB Leadership Training and All Student Leadership Training: August 14-August 24, 2022
- Welcome Weekend: August 25-28, 2022
- Spring Leadership Training and Welcome Weekend: January 6-8, 2023
- Attend Leadership Development opportunities throughout the year as assigned by Community Life Coordinator
- Commitment is May 7, 2022– Spring Commencement 2023

Scholarship Information

This position will receive a 10% of tuition scholarship. This will be \$3450 for 2022-2023.