



Mosaic Student Communications Coordinator

Mosaic Student Communications Coordinator Overview:

The Mosaic Student Communications Coordinator is gifted in consistency and their ability to provide clear messaging to others. As the Communications Coordinator, you will focus on campus wide collaboration, engagement, and dialogue. You will use many forms of communication including but not limited to; email, in person meetings, focus groups, interviews, etc.

As a member of Mosaic, 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:

- Manage the Mosaic email account and respond to inquiries in a timely manner
- Create and send campus wide emails to help advertise or promote Mosaic events/programs
- Lead conversations with NU students, staff, or faculty when it comes to collaboration/partnership of events (e.g. meet with a professor who will be on an event panel, collaborate with a student club, etc.)
- Facilitate or assist in moderating events, as needed
- Participate in all weekly Mosaic team meetings and office hours
- Assist in coordination and execution of events/programs
- 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
- Develop relationships 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
- Mandatory participation in campus programming through attendance and volunteerism, as needed (Welcome Weekend, Halls-O-Ween, Family and Homecoming Weekend, and CSLC).

This position averages 7.5 hours of work per week.



Qualifications:

- Demonstrate a strong commitment to the Christian faith and the values of Northwest University
- Demonstrate cultural humility-focusing on elevating others and displaying a posture of constant learning
- Demonstrate an understanding of leadership and have a desire to grow personally and professionally
- Strong in communication and comfortable with public speaking
- 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 2.5
- 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:

This position will receive a 10.5% tuition scholarship. Based on the 2023-2024 tuition, this is \$3,732.00.

Important Dates:

Student Leadership Spring Retreat	March 23 rd , 2024
Mosaic Fall Return to Campus	August 11 th , 2024
Student Leadership Fall Training (including WW)	August 11 th – 25 th , 2024
Family and Homecoming Weekend	October 4 th -5 th , 2024
Christian Student Leadership Collective (CSLC)	October 15 th , 2024
Halls-O-Ween	October 31 st , 2024
Spring Return to Campus	January 10 th , 2025
Student Leadership Spring Training	January 10 th -12 th , 2025