



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 Photographer & Videographer serves an integral role on the SAB team. This role works with team members to creatively capture SAB events and experiences for the purposes of current and future marketing.

### **Responsibilities**

- Be an active member of SAB through meetings, events and team activities
- Capture photos and video of SAB events and experiences, as well as edit for marketing purposes
- Coordinate assistance with volunteers and NU Marketing department for large-scale events
- Coordinate the social media calendar and execution with the SAB Creative Team, SAB Assistant Student Director, and Community Life Director
- Assist in the execution of SAB marketing and communication pre-, during and post- events
- Serve on the SAB Creative Team to brainstorm and execute creative marketing and communication efforts for events
- Share responsibilities in coordinating and executing SAB social media with the SAB Creative Team
- Effectively brainstorm, plan and assist SAB in providing student engagement events and experiences on and off campus
- Be present and an active member at most SAB sponsored programming
- Carry out all other duties as assigned by the SAB Director, SAB Assistant Student Director and the Community Life Director

### **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 Director and reports to the SAB Assistant Student Director.

- Meet regularly with the SAB Assistant Student Director and as needed with the SAB Student Director
- Meet regularly with the Community Life Director
- Must be available Monday evenings 4:00pm-6:00pm each semester for SAB Meetings
- Must be available Thursdays 3:30pm-4:30pm each semester for team worktime

### **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
- Experience and skill with photography & videography
- Familiarity with video-editing programs
- 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 Director.
- Additional hours of paid or volunteer work, on- or off-campus must be approved by the Community Life Director.

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

- Must be available Monday evenings 4:00pm-6:00pm each semester for SAB meetings
- Must be available Thursdays 3:30pm-4:30pm each semester for SAB Worktime
- 2024-2025 Student Leadership Retreat: March 23, 2024
- SLAT & Welcome Weekend: August 11-25, 2024
- Homecoming and Family Weekend: October 4-5, 2024
- Christian Student Leadership Collective (CSLC): October 15, 2024
- Halls-O-Ween: October 31, 2024
- Spring SLAT and Welcome Weekend January 10-12, 2025
- Commitment is Spring Commencement 2024 – Spring Commencement 2025

### **Scholarship Information**

This position will receive a 10.5% of tuition scholarship. Based on the 2023-2024 tuition, this is \$3732.