



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 team activities.
- Coordinate and execute the social media calendar with the SAB Creative Team, SAB Student Director and Community Life Director
- Produce graphic designs for fliers, social media, TV 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 most SAB sponsored programming.
- Carry out all other duties as assigned by the SAB Assistant Student Director, 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.
- Must have skill in graphic design and be 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 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.