



Graphic Design & Social Media Student Coordinator

Reports to Shaddye Melu

Updated 12/16/24

CM General Student Leadership Expectations:

- Bring pastoral care to the NU community.
- Lead a Life Group
- Meet with Supervisor for one-on-one meetings.
- Hold weekly office hours.
- Help foster biblical community through leading personal, relational, congregational, and missional spiritual formation.
- Assists in leading spiritual formation through various Campus Ministries programming

Position Summary

- *Oversees the creation of all Campus Ministries graphics and runs all Campus Ministries' social media. Brings leadership to all areas of Campus Ministries' marketing.*

Inspiring and Pastoral Leadership

- Partners with the Campus Pastors in leading, establishing and maintaining quality and professional standards for all media outlets of Campus Ministries
- Meet regularly with students one on one for pastoral care

Administration

- Designs all graphics and posters for Campus Ministries' events, series, announcements, etc.
- Oversees and brings visible leadership to Campus Ministries' social media content and presence
- Provides leadership and administration to Campus Ministries promotion and marketing
- Builds Marketing Schedule, Posting Schedule and coordinates schedules with Videography and Photography Coordinator
- Create Mood boards for various marketing projects, merch, social media, etc.

Team-building

- Works and meets with the Photography & Videography Student Coordinator and other departments as it pertains to marketing, communication, and social media.

Hours & Scholarship

- 9 hours per week (on average)
- The scholarship for this student leadership position is \$4,576, which is a 12.75% tuition scholarship based on the 2025-2026 tuition.

****Aside from this job description, all Campus Ministries student coordinators must abide by the general Campus Ministries Student Coordinator Expectations, provided in the application materials.***

CAMPUS MINISTRIES STUDENT LEADERSHIP EXPECTATIONS

2025-2026 Purpose:

Northwest University Campus Ministries exists to cultivate the spiritual vitality of our community and to foster the spiritual development of each member by fostering spiritual growth personally, relationally, congregationally, and missionally.

It is expected that a Campus Ministries Student Coordinator: (In addition to job description)

- Exemplifies Christ-like character & spiritual leadership to the NU community
- Maintains all citizenship standards required in the Community Handbook
- Maintains 2.5+ GPA during both semesters as a student coordinator
- Maintains passing Spiritual Life attendance status
- Maintains good reputation in and outside the NU community
- Participates in administration, recruitment, and promotion for department success
- Attends mandatory weekly Campus Ministries team meeting
- Meets weekly with their supervisor(s)
- Does weekly office hours, as discussed with supervisor(s)
- Keeps track of ministry's budget, with supervisor(s)
- Leads and speaks in gatherings, as needed
- Represents NU and Campus Ministries, as needed
- Invest in supporting campus-wide programming through attendance and volunteerism: (Welcome Weekend, Halls-O-Ween, Family and Homecoming Weekend, and Serve Day, to name a few)

Required Dates:

- **Spring New Leader Retreat:** March 29, 2025
- **Fall Campus Ministries Return Date:** August 10, 2025
- **Fall Campus Min Training:** August 11-13, 2025
- **Fall SLAT:** August 13-15, 2025
- **Fall Free Days:** August 17-18, 2025
- **Campus Ministries Prep Days:** August 18-20, 2025

- **Welcome Weekend:** August 21-24, 2025
- **Campus Min Retreat:** TBD
- **Family & Homecoming Weekend:** TBD
- **(CSLC) Mid-Semester Training:** October 21, 202
- **Spring Return Date to Campus:** January 9, 2026
- **Spring SLAT:** January 9-11, 2025

Disciplinary Action:

The Campus Ministries staff reserves the right to place any student coordinator on probation and/or remove any student from involvement for failure to comply with the Lifestyle Standards or as otherwise deemed necessary.