



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 all SAB sponsored programming.
- Carry out all other duties as assigned by the Student Director and the Community Life Director.

### **Requirements**

This position will require approximately 9 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 Student Director.

- Meet regularly with the SAB Student Director
- Meet regularly with the Community Life Director
- Must be available Monday evenings 3:00pm-5:00pm each semester for SAB Meetings
- Must be available Thursdays 3:30pm-5:30pm 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 3:00pm-5:00pm each semester for SAB meetings.
- Must be available Thursdays 3:30pm-5:30pm each semester for SAB Worktime
- SLAT Kickoff: March 29, 2025
- SLAT & Welcome Weekend: August 11-24, 2025
- Family Weekend: October 3-4, 2025
- Christian Student Leadership Collective (CSLC): October 21 or 28, 2025
- Spring SLAT and Welcome Weekend January 9-11, 2026
- Commitment is Spring Commencement 2025 – Spring Commencement 2026

### **Scholarship Information**

This position will receive a 12.75% of tuition scholarship. Based on the 2025-2026 tuition, this is \$4666.