

MOSAIC Student Communications Coordinator

Position Overview

The Student Communications Coordinator manages communication flow within the MOSAIC program. This includes sending reminders, creating clear messaging for students, maintaining organized communication channels, and ensuring students receive the information needed for daily success. This role supports clarity, consistency, and connection across the program.

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, Family Weekend, and CSLC).

Qualifications

- Strong written and verbal communication skills.
- Organized, detail-oriented, and proactive.
- Able to maintain professionalism and confidentiality.
- Comfortable using digital communication tools.
- Reliable and consistent with messaging responsibilities.
- 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

Expected Working Hours

- This position averages 7.5 hours of work per week.

Compensation

The MOSAIC Communications Coordinator will receive a scholarship that is 10.5% of their overall tuition- tuition before any scholarship, grants or loans are applied. MOSAIC student leaders are paid a salary rate based upon the overall expected hours they will work and the current Washington State minimum wage rate.

Scholarship: \$\$3,888 annually

**All scholarships are split between the Fall and Spring semester and will automatically be applied to the students financial aid.*

Important Dates

***NOTE:** All student leaders must be back for Fall Student Leadership Training and must be on campus by August 9th, 2026- this date is subject to change. All student leaders are highly encouraged to attend various student events- led by student development organizations and campus ministries -the specifications of these dates are not finalized and will be updated once determined.

SLAT Kick Off:	<u>March 28th, 2026</u>
Return Date:	<u>August 9th, 2026</u>
Team, Fall SLAT, WW:	(TBD)
Family Weekend:	(TBD)

Christian Student Leadership Collective: : (TBD)
Spring Return Date to Campus 2027: (TBD)
Spring SLAT 2027: (TBD)
One Night 2027: (TBD)