



## Communications Coordinator

**Department:** Department of Student Development

**Supervisor:** Director of Events

**Time Commitment:** August 30, 2020 to April 25, 2021

### Position Summary:

The Communications Coordinator is a member of the Tyndale University Undergrad Student Association (TUUSA) Council. As a Student Leader they are responsible to promote the vision and mission of the council, to represent the students, to model and uphold the standards set in the Tyndale Student Handbook, and to strive for excellence in their academics.

The Communications Coordinator's primary responsibility is to market the Council, House, and Student Development events through Social media avenues as well as take pictures and video during the events for future use as well as showcasing the events in real time on social media.

The CC is responsible to the student body, the Director of Events, The TUUSA President, and Student Development.

### Student Leadership Responsibilities:

- Attend spring, fall, winter, and spring student leadership training sessions
- Attend fall and winter student leadership getaway.
- Attend monthly student leadership workshop, run by Student Development.
- Meet once a semester with the Community Life Senior Manager.
- Assist with facilitating different activities during Orientation Week

### Appointment Responsibilities:

- Meet regularly with the Director of Events.
- Attend weekly Executive meetings
  - take minutes for the meeting.
  - Ensure the executive is aware of advertising needs and deadlines
- Attend EC and HL team meetings as necessary to confirm communication needs
- Manage Calendar of events
  - Ensure others on the council are aware of deadlines for advertising and marketing needs
- Create advertisements for Council events, Houses, and Commuter Reps
  - Develop advertising materials based on the information provided by the groups: date, time, location, theme, etc.
- Post advertisements & announcements on Student Development and House social media platforms
  - Responsible to manage social media coverage, with guidance from the Community Life Senior Manager
- Capture video and photographs of various events: Council, Houses, Student Development, and intramurals.
  - filming & editing of videos
  - Collect pictures of various events to use for future advertisements of events and intramurals
- Cover events happening on campus in real time
  - Posting stories while events are happening

## Qualifications

- A cumulative GPA of 2.30. If the student's cumulative GPA is less than 2.3 then the student must have a current GPA of 2.7.
- Good financial standing with Tyndale
- Good standing with chapel attendance.
- Able to return to campus before fall and winter semesters start for training and/or retreats
- Able to take initiative, think creatively.
- Administrative and organizational abilities
- Able to take initiative, think creatively, and organized.
- Adhere and model the Tyndale University College Student Handbook.
- Be a good role model for students.
- Commitment to Tyndale's mission and vision.
- Desire for personal growth
- Experience creating advertisements & communication through social media
- Experience with photography, videography and editing
- Professing Christian with demonstrated spiritual maturity.
- Uphold, adhere and model the Tyndale University College Student Leadership Statement.
- If a student leader desires to take more than 15 credit hours they need to consult with the Community Life Senior Manager on the work load that would have on balancing academics and their leadership responsibilities.
- If a student leader desires to have an additional job they need to talk with the Community Life Senior Manager on how they can balance their work load as a student, their leadership responsibilities, and this additional responsibility.

*Revised January, 2020*