



## Communications Coordinator

**Department:** Department of Student Development

**Supervisor:** TUUSA President

**Time Commitment:** August 29, 2022 to April 21, 2023

### Position Summary:

The Communications Coordinator is an executive position within the Tyndale University Undergrad Student Association (TUUSA) Council. As an executive member the Coordinator is responsible to promote the vision and mission of the Council and represent the student body. As a student leader they are responsible to model and uphold the standards set in the Tyndale Student Handbook and to strive for excellence in their academics.

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

The Coordinator is responsible to the student body, the TUUSA President, and Student Development.

### Student Leadership Responsibilities:

- Attend spring, fall, and winter, student leadership training sessions
- Attend fall and winter student leadership getaway
- Attend monthly student leadership team meetings
- Meet regularly with the TUUSA President
- Meet regularly with the Community Life (Undergraduate) & Residence Manager.
- Assist with facilitating different activities during Orientation Week
- Attend and assist with facilitating activities during U Getaway

### Appointment Responsibilities:

- Communications
  - Advertising for Council events, House events, House challenges, & Commuter Reps
    - Develop advertising materials based on the information provided by the groups: date, time, location, theme, etc.
    - Post on Tyndale Students Life social media platforms
  - Responsible to manage social media coverage
    - Post "stories" during and after events

- Create promotional videos for various events: Council, Houses, Student Development, Athletics, Commuter Reps
  - Photograph and video at events: filming & editing
    - Collect photos of various events to use for future advertisements of events
- Manage Calendar of events
  - Ensure others on the council are aware of deadlines for advertising and marketing needs
- Meet with Executive team and HLs regularly to determine needs

### **Qualifications**

- A cumulative GPA of 2.30 and a current GPA of 2.00. If the student's cumulative GPA is less than 2.3 then the student must have a current GPA of 2.7 in the previous semester.
- 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
- Have served in some previous student leadership capacity at Tyndale University Undergrad
- Able to take initiative, think creatively.
- Actively involved within the Tyndale Community.
- Administrative and organizational abilities.
- Be a good role model for students.
- Commitment to Tyndale's mission and vision.
- Experience with photography, videography, and editing
- Desire for personal growth.
- Experience with conflict resolution.
- Good verbal communication skills.
- Previous Leadership experience.
- Professing Christian with demonstrated spiritual maturity.
- Uphold and adhere to the Tyndale University Student Handbook.

*Revised January, 2022*