

Student Engagement 2022-2023

Student Activities Media Coordinator

Job Description



The Campus Life Student Activities Media Coordinator is expected to be a mature Christ-follower who will support the vision of Student Engagement. This leader needs to have a passion and interest in creativity, social media, marketing/advertising and building connections with others. Their primary responsibilities include: creating marketing campaigns for Student Engagement events, programs and initiatives along with advertising responsibilities and strategies. This position also collaborates with other departments in Student Development to create marketing campaigns and promotion. They serve on a team of Student Activities Coordinators to execute events. He/she is expected to be dependable, responsible, and enthusiastic, as well as display loyalty to Simpson University. Like all student leaders, a Student Activities Coordinator is required to sign the Student Leadership Covenant and Student Contract upon acceptance of this position.

Compensation:

This student leadership position will be compensated with a \$3,000 scholarship; \$1,500 will be awarded in the Fall semester and \$1,500 will be awarded in the Spring semester. *The commitment for this role is two semesters - one academic year. Consult with Financial Aid to ensure scholarship eligibility before accepting the position.

Prerequisites & Qualifications:

1. Demonstrates an active faith development, intentionally growing in their relationship with Jesus Christ and living consistent with the university Mission, Vision, and Values.
2. Enrolled as a full time student and in good standing with the University.
3. Proficient in academic pursuits (with a cumulative 2.5 GPA), in good standing with Student Development guidelines, Chapel attendance, and the Simpson University community as a whole.
4. Holds at least a sophomore standing and possesses the heart and the skills necessary for administrative responsibility.
5. Ability to interact professionally with persons related or unrelated to Simpson University.
6. A teachable spirit, possesses organizational skill, attention to detail, and demonstrates leadership abilities as well as the ability to deal appropriately with confidential information.
7. Limit outside commitments to 10 hours (including other on campus employment by Simpson University) with supervisor approval.

Core Responsibilities:

1. Assist to execute student events/programs and participate through set-up, tear-down and attendance.
2. Create marketing and advertising campaigns for Campus Life events, programs and other initiatives.
3. Initiate creative strategies for Campus Life online via social media and other outlets.
4. Assist with other marketing and advertising campaigns for other departments in Student Development, as able.
5. Meet weekly with direct supervisor.
6. Be available to work up to 10 hours per week.
7. Attend all student leader training, meetings and gatherings.
8. Assist with all other duties as assigned.

Required Dates of Attendance:

- New Student Leadership spring retreat – March 26th, 2022
- Student Leadership training (August and January) - August 25th - September 4th, 2022 & January 12-15th, 2023
- New Student Orientation (August and January)
- Student Leadership Banquet – April 19th, 2023
- Ongoing training and leadership celebration events

Dates of Leadership Commitment:

August 25th - September 4th, 2022 through May 13th, 2023