



# Communication Director

*Associated Students of Whitworth University*

## Tasks and Responsibilities

- a. Promote the professional image of ASWU through producing organizational brochures, and posters, and writing current media releases for issues and events of the ASWU;
- b. Manage ASWU web page to keep it current and other ASWU social media outlets (Twitter, Facebook, Instagram, and the ASWU HFS App) on a daily basis;
- c. Develop key contacts on campus (i.e. academic departments, athletic coaches, student life departments, etc.) in order to encourage student participation from these areas in ASWU sponsored events;
- d. Maintain awareness of ASWU events and follow-up with the marketing/promotion;
- e. Lead marketing campaigns for ASWU Sponsored programs such as Homecoming, Springfest and the welcome fair and Club Fair for Orientation;
- f. Email the minutes from meetings to Assembly members and ASWU employees;
- g. Post meeting minutes of the ASWU website within 24 hours of Assembly meeting;
- h. Create directory of ASWU Staff to hang in the entrance to Sodexo;
- i. Update and maintain the ASWU website;
- j. Co-Manage the ASWU HFS App and post upcoming events;
- k. Oversee the design of posters for all ASWU associated events;
- l. Attend all meetings of the ASWU Assembly;
- m. Register for the GE 330 leadership class for fall and spring Semesters;
- n. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester;
- o. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester. (NOTE: Seniors may drop below 12 credits in their spring semester);
- p. Serve on at least one committee approved by ASWU;
- q. Keep regular and convenient office hours of 6 hours a week;
- r. Serve on the ASWU Executive Council and attend all meetings;
- s. Help coordinate the fall and spring retreats;
- t. Meet with the Assistant Dean for Student Life weekly.

## Qualifications

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- a. Extreme responsibility, accountability, and reliability in working toward the completion of job responsibilities;
- b. Ability to type quickly and communicate effectively;
- c. Ability to make connections with all aspects of the University and the greater Spokane community;
- d. Ability to be creative, flexible, and unique with programming promotion;
- e. Self-motivated, self-starter who can work without a lot of direct supervision;
- f. Extreme enthusiasm and school spirit with the ability to sell ideas and programs and keep students informed on a daily basis;
- g. Good listening skills to catch what members are saying during Assembly meetings;
- h. Knowledge of technology and/or willing to learn;
- i. Knowledge of social media and/or willing to learn;
- j. Superb organizational and time management skills;
- k. Clear and effective communication skills;
- l. The ability and desire to work closely with other student leadership positions.

## Compensation

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52 hours/month at minimum wage for 8 months