



Communication Director

Associated Students of Whitworth University

Purpose: The ASWU Communications Director will effectively bridge the gap between the student body, the ASWU executive team, and the wider Whitworth University community through transparent, engaging, and impactful communication. Through these efforts, the Communications Director will cultivate a vibrant and informed campus community, where every student feels connected, valued, and empowered to contribute to the university's collective success.

Position Information: Executives will receive pay based on an 8.5-month, part-time position requiring approximately 20 hours per week. Employment begins at 9:00am August 18, 2025, for the start of executive training and will end at the conclusion of commencement on May 17, 2026. During this contract period, ASWU employees are expected to adhere to your job description and the code of conduct. Additionally, mid-semester retreats will typically occur each semester. Executives are required to plan and attend these events.

- Fall Semester responsibilities extend through Friday December 12.
- Spring Semester responsibilities extend through Sunday May 17 participating in commencement as directed.

Qualifications

- Extreme responsibility, accountability, and reliability in working toward the completion of job responsibilities.
- Ability to type quickly and communicate effectively.
- Ability to make connections with all aspects of the University and the greater Spokane community.
- Ability to be creative, flexible, and unique with programming promotion.
- Self-motivated, self-starter who can work without a lot of direct supervision.
- Extreme enthusiasm and school spirit with the ability to sell ideas and programs and keep students consistently informed.
- Good listening skills to catch what members are saying during Assembly meetings.
- Knowledge of technology and/or willingness to learn.
- Knowledge of social media and/or willingness to learn.
- Superb organizational and time management skills.
- Clear and effective communication skills.
- The ability and desire to work closely with other student leadership positions.
- Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.
- Proficiency in Microsoft office, including Teams and Outlook.
- Have manageable outside commitments.

- ASWU officers shall maintain a 2.5 GPA prior to and during their tenure. Any officer who does not meet this requirement may be subject to dismissal or be subject to a probationary period.

Tasks and Responsibilities

Responsibilities

- Promote the professional image of ASWU through producing organizational brochures, posters, and writing current media releases for issues and events for ASWU and student activities.
- Manage the ASWU web page to keep it current and other ASWU social media outlets (Instagram, display screens) on a daily basis.
- 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.
- Maintain awareness of ASWU events and follow-up with the marketing/promotion of these events.
- Lead the marketing campaigns for the ASWU and assist team members with their sponsored programs such as (but not limited to) Homecoming, Springfest, the Welcome Fair and Club Fair.
- Arrive approximately one-half hours prior to Assembly meetings to set up room and technology.
- Send the minutes from meetings to Assembly members and ASWU employees.
- Post meeting minutes to the ASWU website within one week of an Assembly meeting.
- Create a directory of ASWU Staff to hang in the entrance to Sodexo.
- Update and maintain the ASWU website.
- Co-manage the ASWU Forms and Resources information on Pirate Port with the Assistant Dean of Student Programs.
- Co-manage the institutional reader board and the HUB information desk screen with the Assistant Dean of Student Programs.
- Collaborate on the design process of posters for all ASWU associated events.
- Serve on the ASWU Executive Committee and attend all meetings.
- Arrive approximately two weeks before the Fall semester to plan and implement training for the General ASWU Assembly;
- Manage job specific financial accounts and coordinate event costs within the budget
- Maintain at least 5 office hours within your office per week. It is important to spend time in the office engaging colleagues, constituents, and supervisors.
- Manage uploads, updates, and edits of documents in Teams.
- Maintain an archive of all work in the position specific Team folder.
- Maintain a weekly journal outlining engagement and work-related activities within your assigned Team folder.
- Creatively and professionally promote and advertise events where appropriate (Instagram, Posters, other social media sources, etc.)
- With the assistance of other executives, coordinate the ASWU workdays and team bonding days as needed.
- Become well informed and discover the rationale behind the policies and procedures that govern the university to ensure that student issues, needs, and concerns are being addressed.

Represent Whitworth Students

- Ensure that all constituencies across campus including transfer, nontraditional, minority, physically impaired students, etc. are well represented and informed.

- Actively solicit opinions from students in all constituencies seeking feedback regarding future and past events. As needed, share appropriate constructive feedback during weekly assembly meetings.

Integration with Other Leaders

- Work with the assembly, as needed, to assist event coordinators, senators and representatives.
- Contribute to the general programming needs of the community, actively assisting other leaders as needed, and regularly attend programs put on by others in student activities and ASWU.

Member of the ASWU Staff Team

- Collaborate with the executive team to lead all ASWU Assembly weekly meetings.
- Assist and collaborate with other coordinators and student leaders putting on events.
- Serve on at least one ASWU approved committee.
- Lead and participate in all orientations, training sessions, meetings, GE 330H (fall and spring) and retreats.
- Perform any other duties as requested by the Assistant Dean, Student Life Program Coordinator, and executive team.
- Meet weekly with the Assistant Dean of Student Programs.

Compensation

Compensation will consist of a stipend. A stipend of \$676.47 will be deposited into your bank account bi-weekly beginning September 12, 2025, through May 27, 2026. These payments are made via direct deposit to your bank account. Exceptions are as follows:

- The final fall semester stipend payment will be on December 23, 2025. You will not receive payment on January 12, 2026.
- If you do not work during Jan Term, you will not be paid the January compensation (with those deposits being on January 27 and February 12, 2026).