Assistant Communications Director

This position assists the Director of Communications to provide regular promotional material for Student Events and Activities. Promotional materials include, but are not limited to, posters, banners, social media, fliers, and chalk art that educate the student body on upcoming campus events. Specific tasks will be given to this position by the Director of Communications unless otherwise stated. This position is responsible for updating the SEA social media presence on a regular basis. This position might also be asked to photograph events or assist the team in finding a photographer when needed. Preference for hiring will be given to those with photography skills. The Assistant Director regularly attends SEA meetings, participating in the brainstorming and implementation of events. Being a valued member of this team helps this position have a better understanding of the activities and therefore helps the individual create a better product. Important skills for this position include organization, communication, creativity, and knowledge of graphic design.

Required: 2.5 GPA; in good standing with the university