STUDENT ACTIVITIES COMMUNICATIONS STUDENT DIRECTOR INFORMATION

S.A. Communications Director General Description
The S.A. Communication Director is responsible for coordinating all Student Activities media and communication needs by working with BLU Entertainment and Student Activities, throughout campus and the community. This involves posters, videos, photography, social media and any other needs as the team sees fit. This director is one of five directors serving on the S.A. Director Team. The directors are responsible for carrying out the S.A. Mission which states, “Student Activities exists to provide memorable events and activities for students that nurture and develop the student culture and community.”

Communications Director Qualifications
- Demonstrates a growing faith in Jesus Christ.
- Must be a student in good standing with the JBU community.
- Must not be on academic or disciplinary probation.
- Maintains a 2.5 GPA or better.
- Must be a full-time student (12 hours minimum).
- Possesses a teachable, flexible, responsible, and servant’s attitude.
- Has leadership experience.
- Possesses the skills needed to carry out the specific job responsibilities.

General Responsibilities
- Recruits members for the Communications Team (photographers, designers, videographers, etc.)
- Organizes and leads the Communications Team.
- Coordinates a regular meeting time with the Communications Team.
- Develops a plan for communicating and promoting student activities on campus.
- Promotes and publicizes S.A. events.
- Coordinates all media needs for S.A. events, including print (posters, flyers, tickets and signage), photography, video, the jbu website, social media, and any other creative outlets as needed and dependent on the particular event. (not all mediums are used for every event-on an as needed basis)
- Along with the Communications Team; designs, develops, and maintains Identity Systems (logos and publication pieces) for new and existing S.A. programs/events.
- Works alongside the Student Activities Communications Assistant (a work-study position) to achieve proper coverage on all websites and social media sites. (jbu.edu, Facebook, Twitter and Instagram)
- Acts as a bridge between the Communications Team and the Student Activities Directors.
- Attends S.A. events to obtain media for future publicity as needed.
- Attends all S.A. Director Meetings (weekly).
- Attends S.A. Director retreats (Fall semester).
- Meets regularly with the Coordinator of Student Activities (Danielle Keller).

Hiring Timeline (including important dates)
- Applications available- January 2013
- Application and References due- March 4, 2013
- Individual interviews-March 5-7, 2013 (Sign up for an interview in Student Development)
- Decision letters- March 12, 2013
- Training begins March 12, 2013
- Retreat- TBD
- Date for Fall return- August 9, 2013
- Date for Spring return- January 10, 2014

If you have any questions, please contact the Coordinator of Student Activities, Danielle Keller at dkelley@jbu.edu or x7404