

## **Undergraduate Student Council (USC) Communications Director**

**What it's all about:** Managing the USC SGA's communications strategy and facilitating campus wide communications

### **The Main Responsibilities:**

- Collaborate with the GSC Communications Director, the Office of Student Affairs, the University's Communication and PR units and other departments across campus to centralize and streamline news
- Facilitate communication between the USC SGA Executive team, centralizing team communications, and be accessible by phone and AUP Executive email
- Broadcast information about student news and events, using e-mail, posters and social networks (e.g. Facebook, Twitter & Instagram)
- Attend regularly scheduled Senate meetings
- Take minutes and attendance at Senate meetings, and coordinate with the USC Vice President to ensure these are published online and available to the public in a timely manner after each meeting (*and after Senate approval*) on the SGA Web site
- Coordinate with the SGA Treasurer to facilitate publishing Senate Budget presentations (along with the weekly minutes and/or with the Treasurer's page) *as well as regularly updated General Student Activity Budget reports*
- Meet regularly with the entire SGA team (time and frequency to be determined each semester based on academic schedules)
- Attend and work at all SGA-sponsored events, determined each semester in coordination with the current SGA and Student Affairs
- Hold five office hours in the SGA office each week during the academic year
- Participate in new student orientation
- Participate in SGA trainings, retreats, and transition training with new SGA team in May
- Maintain archives of all minutes and other helpful documents and information throughout the year in order to aid future SGA teams and facilitate the transition for the next USC Communications Director

### **The Perks:**

- €400 stipend each semester
- €500 Orientation payment each semester
- Monthly phone stipend
- Access to the SGA Office, including a workstation, printing rights and a university phone line.

### **The Recommended Skills:**

- Able to collaborate well within a team
- Comfortable working with faculty and staff across all university offices and departments
- Awareness of student body needs and desires
- Sense of marketing and advertising
- Editing skills – capable of concise, diplomatic messages
- Comfortable creating posters for student events (Photoshop proficient)
- Proficient with social media outlets (e.g. Facebook, Twitter, Instagram)