

Communications and Advertising Rep- Serves alongside the Director of Student Activities to develop and implement effective communication & advertising strategies for all Student Activities programs and events (events not directly related to SA department will be considered as time allows).

1. Maintain all boards controlled by Student Development in Boon Center and Residence Halls; includes updating and rotating monthly calendars and posting and taking down event signs for clubs, organizations, and other groups.
2. Use variety of methods to advertise all Student Development sponsored events.
3. Train clubs and organization representatives that are responsible for advertising their group's events so they can keep to SA policies and standards for advertising and posted material.
4. Meet with other departments within Student Development to advertise their events as instructed by the Director of Student Activities.

The goal for the C & A Rep is to build a small team that will efficiently and effectively "get the word out" in order to increase attendance and participation in Student Activities Event and Programs.

Necessary Requirements

1. Maintain a 2.5 GPA
2. A positive attitude toward Nyack College programs, policies, and population
3. Desire to work on behalf other people in sometimes stressful environments in a mature and professional manner so that creative, helpful, and strategic solutions can be developed and implemented throughout the year with little recognition and low personal gain.
4. Teachable attitude and willingness to be trained to best accomplish any task given by the Director of Student Activities.
5. Email (required to check email on a daily basis), Internet (Facebook; Blog), and Microsoft Word/Publisher proficient; graphic experience is preferred but not required
6. Attend the following meetings
 - a. Weekly 1-on-1 with Director of Student Activities
 - b. Activities Team planning meetings
 - c. Monthly all campus leadership meetings
7. Participate in the following Leadership Initiatives
 - a. Leadership Week (August 25-Sept 4)
 - b. Launch Program (Sept 5-8) (January dates not known)
 - c. Admission Visit Programs (1 per semester)
8. Able to fill weekly office hours requirements (2)

Scholarship Available