Personal Recommendation
Please read this job description with ________________ in mind. If you believe the student is capable of performing well within this description, then please sign your name at the bottom of this page in the area specified.
Thank you! –Student Development Team

VP of Communication and Public Relations - Serves alongside the Student Activities Coordinator to develop and implement effective communication & advertising strategies for all SAB and SGA sponsored 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 Coordinator of Student Activities.

The goal for this position is to build a small team that will efficiently and effectively “get the word out” in order to increase attendance and participation in Student Life Events 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 various meetings both weekly and monthly

Print Name   Sign Name   Date
1. ________________________ 1. _______________________ ____________
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