**Communications Coordinator**

**Global Student Programs & Development**

Lead this **innovative** and **forward-thinking** team as you work together to produce media areas of Global Student Programs and Development. We are looking for enthusiastic and creative students who want to use their skills in print and media advertisements, photography, typography, and web technology to help inform and encourage global students as well as the Biola community at large.  This team will support all the other teams in GSPD to achieve their goals.

**Mandatory Commitments for all Coordinators:**

**Meetings**

* Weekly 2 hour leadership development meetings with other Coordinators and Directors
* Bi-monthly one–on-one with Director (according to your schedule)

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| **Dates** | **Commitments** |
| April 25, 2015 | All New Team Welcome Dinner |
| May 1 – 3, 2015 | Coordinator Spring Training (Away) |
| May 9, 2015 | All New Team Spring Training |
| Aug. 7-9, 2015 | Coordinator Fall Training (Away) |
| Aug. 10-14, 2015 | All Team Fall Training |
| Aug. 17-21, 2015 | UG Global Student Orientation Participation |
| Jan. 21, 2016 | Coordinators Winter Training |
| Jan. 22, 2016 | All Team Winter Training |
| Feb. 20, 2016 | SCORR Conference |

* Weekly 1 ½ hour meeting with own Communications Intern team (according to your schedules)
* Three All-Team meetings each semester
* Attendance and participation in *at least* 80% of Global Student Events

**Training**

**Role:** The Communications Coordinator leads a team of 5-6 interns to do the following:

* Create interesting graphic designs for marketing
* Communicate with all global students about events
* Take photos at all events
* Manage contacts and GSPD Facebook Page
* Create short films for marketing
* Manage GSPD website

**Leadership Development:**

The Communications Coordinator receives mentoring and leadership training from the Director of Global Student Programs and Development. He/she will implement those training skills within his/her Communications Team.

**Compensation:** $9/hour

**Time Commitment:** 10 hours a week

**Qualifications:**

* Currently enrolled at Biola University as an Undergraduate or Graduate student with a cumulative GPA of at least 2.5
* Identify with the global community
* Sensitivity to cultural differences
* Strong oral and written English communication skills
  + Marketing/Communications experience
  + Willingness to learn and grow in an intercultural team!
  + Bilingual language abilities *(preferred)*