

Digital Media & Communication Assist.



Position Overview

The **Digital Media and Communication Assistant** will serve as a primary representative of the Associated Students by driving awareness and telling stories through the use of visual communication. The Assistant will be responsible to help accomplish the goals and objectives set forth by the Office of Student Life.

Eligibility Requirements

1. Be enrolled as a full-time undergraduate ONU student
2. Maintain a minimum 3.0 cumulative GPA
3. Profess Jesus Christ as Lord and be committed to living a consistent life of Christian witness on and off campus, representing Christ and Olivet
4. Understand and agree that this position must take priority over other opportunities to work or serve on or off campus (i.e., Ministry Team, Resident Assistant, ROTC, Admission Ambassador, Varsity Athlete). *Students considering a secondary position may not be eligible to serve unless pre-approved by the Dean of Student Life.*
5. Be able to utilize Adobe Creative Suite programs—a major and/or minor in Graphic Design or Marketing is preferred

Reporting

Office of Student Life

- Dean of Student Life, Kathy Steinacker
- Director of Student Involvement, Chelsea Speas
- Independent Design Contractor, David Moore

Focused Efforts

Drive awareness, preferences, and engagement by:

- Providing visual communication and problem solving through the use of typography, photography, and illustration
- Serve as the primary graphic designer for university clubs and organizations
- Provide administrative assistance in areas related to, but not limited to; visual communication, social creatives, digital signage, special event visual communications, tee-shirt designs/orders, and meetings
- Engage with efforts that aide in student satisfaction and retention including, but not limited to, attending all school events
- Initiate efforts to assist with the assigned work of the Student Life Leadership Team
- Model and shape a culture of positivity, gratitude, and respect

Committee Work

- University Steering Committee: TBD

Standing Meetings

- Dean of Student Life, as needed
- LAO Social Team, as scheduled
- Yearbook Staff, as scheduled
- Student Life Leadership Team, Monthly (Tuesdays, 9:20am)
- Student Development Advisory Group (SDAG), 6 per semester (Tuesdays, 9:20am)

Compensation

This position requires steady presence and being available at short notice. Compensation is \$15 per hour.

Hours beyond 12 should be pre-approved by the advisor with the intent to not exceed 15 hours on any given week. Some exceptions apply and the advisor will provide counsel.

Notations

This position will work closely with university staff that are responsible for planning, designing, and developing large scale projects within their department.

There will be required job shadowing that will begin in March 2025. Hours are flexible but need to be prioritized. Time commitment estimated at 20-25 hours and will be compensated.

This position will provide job experience, mentoring, career development, practical training, and public awareness.

This job description is subject to change. Any adjustments would be communicated in advance and would not affect employment.