



SAB Marketing Coordinator – Job Description

Time Frame: July – May (early)

Commitment: 15 hours each week

Reports To: Student Programs Coordinator

Scholarship: 30% of the cost of room & board

The SAB Marketing Coordinator is responsible for facilitating and managing the SAB's brand and communications under the direct oversight of the Student Programs Coordinator as well as assist in planning some of the SAB events. They work closely with the rest of the members of the Student Activities Board and provide marketing and advertisement support for each event sub-group for their event.

General Qualifications:

1. Be a current undergraduate who has completed at least two full semesters at Corban
2. Be a member of the Corban Community in good standing
3. Be familiar and compliant with Corban's Student Walkthrough
4. Be registered for a minimum of 12 credits, with a maximum of 18 credits
5. Demonstrates an authentic relationship with Christ
6. Exhibit peer leadership abilities and effective organizational skills
7. Have a passion for the mission of Corban, and desire to represent the students of Corban
8. Possesses a cumulative G.P.A. of 2.5 or higher

Position Qualifications:

The SAB Marketing Coordinator must be able to pay attention to detail when managing the communication for the Student Activities Board and be able to effectively delegate responsibilities and motivate their peers. This person must be assertive, persistent, committed to the position, and have had previous experience running activities. Interpersonal communication skills and a familiarity with various social media platforms are a must in this position.

**Position Responsibilities:**

Position responsibilities are not limited to what is listed.

The SAB Marketing Coordinator is expected to:

1. Communicate with Student Programs Coordinator about any questions or anomalies in marketing or social media accounts
2. Complete marketing communications for each event
3. Coordinate new and traditional large and small-scale event opportunities (ex., Beach Party, Tree Lighting, etc.)
4. Occasionally work with other departments to assist in marketing other student events, when asked
5. Partner with and enable student led activities
6. Work with outside vendors for the marketing of any activities brought to Corban
7. Work with the sub-groups to ensure that event communications are effective, accurate, and consistent

Meetings, Trainings, and Other:

1. Attend Chapel
2. Attend all training sessions as outlined in the Hiring Process/Training Timeline
3. Be First Aid/CPR/AED certified and physically prepared to administer basic first aid (training offered on campus)
4. Meet bi-weekly with Student Programs Coordinator
5. Meet twice weekly with SAB team
6. Represent the University with maturity and professionalism