Office of Minority Affairs and Diversity
Student Advisory Board

DIRECTOR OF COMMUNITY AND PUBLIC RELATIONS

Position Description

$300/Qtr – ONE YEAR COMMITMENT REQUIRED – 3-5 hours a week (September 2020 - June 2021)

Office of Minority Affairs and Diversity

In support of the University of Washington goals, the Office of the Minority Affairs and Diversity creates pathways for diverse populations to access postsecondary opportunities, nurture and support their academic success, and cultivate a campus climate that enriches the educational experience for all.

Position Description

The purpose of SAB is to provide an open space for underrepresented student groups to engage and discuss ongoing issues pertaining to the diverse community on campus. SAB Executive Board members serve as facilitators of the meetings and remain neutral in discussions to avoid bias and influencing other SAB members. Furthermore, we coordinate and lead meeting discussions based on student input and requests. As members of the SAB Executive Board, it is our role both individually and collectively to serve the members of SAB through respect and solidarity, and a commitment to providing an open and safe place for conversations regarding issues that we face as students, and furthermore that are relevant to the diverse communities we serve and represent.

Duties Include

• Oversee and be responsible for the creation and design of all SAB promotional and marketing materials
• Work with SAB Executive Board on the creation and implementation of marketing materials for SAB events and programs (i.e. ASUW Elections, SAB Recruitment)
• Coordinate getting all SAB website content to OMA&D webmaster
• Maintain all SAB social networking outlets (e.g., Facebook, etc.)
• Coordinate all content on the shared SAB google drive
• Communicate with various constituencies about issues and/or opportunities for discussion
• Recruit members for the Inclusive Registered Student Organizations seats and at large seat
• Oversee the membership selection and retaining process (checking in on members not showing to meetings)
• Attend executive board committee meetings
• Committees--Campus Sustainability Fund (CSF)

Minimum Qualifications Required
• Ability to attend mandatory orientation and training, and some events and programs
• Desire to work and learn in a multicultural environment
• Ability to work independently and as part of a team
• Extremely detail-oriented, organized and efficiency-driven
• Ability to communicate effectively verbally and in writing
• Ability to understand and communicate policies and procedures to membership
• Some knowledge OMA&D SAB operations, philosophy and purpose preferred

Benefits
The Director for Community and Public Relations will have the opportunity to develop critical-thinking and problem solving skills, enhance customer service abilities and become familiar with a broad range of software programs and audiovisual equipment. This person will also be able to develop organizational, managerial, logistical and communication skills by interacting with students, staff, and faculty, and the general public in a multicultural environment.