**Student Senate Public Relations Director**

*For the Academic Year 2018-2019*

**Position Description:** *We are looking for preferably a Journalism and Communication or Communication Design major to intern for the full school year with Wartburg Student Senate. The internship will provide experience designing posters, flyers, and table tents to be displayed across campus. Another main aspect of this position is working directly with the Vice President planning and coordinating of Outfly. There will also be event-planning experience involved for other Senate events such as The Wartburg Semi-formal, banquets, and Hall Council events. Another responsibility will be to maintain Senate’s social media, specifically Twitter and Facebook. You will attend the weekly senate meetings and weekly executive team meetings, as well as hold at least two office hours per week, as you will serve as an Executive Officer of Student Senate.*

*This position will receive a stipend and can be taken as one or two credits for your required major internship.*

***Minimum requirements:***

In order to be considered for these positions, you must:

1. have a cumulative grade point average of at least 2.250
2. have been enrolled at Wartburg College during the last academic term
3. attend Wartburg College for both the Fall and Winter Term of your term in office

**Specific Responsibilities:**

* Designing of promotional materials
* Maintenance of Senate bulletin boards
* Aid in planning of Senate social events (Hall Council and otherwise)
* Updating of social media
* Assistance with Outfly planning

**Experience and Requirements:**

* Social Media proficiency in Facebook, Instagram, and Twitter
* Have completed graphic design course or ART 108
* 1-year commitment (may be used as a practicum)
* Experience with Adobe Creation Suites (InDesign, Illustrator, etc.)

**Materials:**

All materials must be submitted electronically to joshua.voigt@wartburg.edu or by campus mail to box #0401 by **Friday, March 23th at 11:59 p.m.**

* Three samples of your design work:
  + 2 posters.
  + 1 design of your choosing.
* Letter of Recommendation.

**Please answer the following questions so we can learn a little bit more about you:**

1. Please list your name, year, major, and prior Senate experience.
2. Mention any and all relevant involvement with organizations at Wartburg (first-years may refer to Senior year of high school).
3. The PR Director plays a vital role in assisting the Vice-President with planning Outfly and other Senate events. What organizational skills and experience do you think you can bring to the position?
4. As an executive member, you will be answerable for Senators. How do you view this relationship?
5. What ways do you think we can increase viewership of Senate to the student body?
6. How do you see yourself balancing your academics and other co-curricular involvement to ensure you have the time to dedicate to this position?
7. Is it important for Exec members to fulfill their office hours? Why?
8. If you could wave a magic wand, what big ideas would happen? (For Senate, for the student body, for anything in Wartburg’s community.)
9. Is there anything else that you would like us to know that you may not have had the opportunity to say?