**Student Senate Public Relations Director**

*For the Academic Year 2020-2021*

**Position Description:** *The Public Relations Director is responsible for designing posters, flyers, name tags, 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 Big Knight Out, banquets, and Hall Council events. Another responsibility will be to maintain Senate’s social media, specifically Instagram, 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.*

***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
4. have completed a graphic design course or ART 108
5. experience with Adobe Creation Suites (InDesign, Illustrator, etc.)

***Materials:***

All materials must be submitted electronically to emma.williams@wartburg.edu by **noon on Monday, March 9th.**

* Three samples of your design work: (please compile samples into one pdf)
	+ 1 poster
	+ 1 Instagram graphic
	+ 1 design of your choosing
* Also include a letter of recommendation from a Wartburg faculty or staff member of your choice. It should be campus mailed to Emma Williams, Box #961 or emailed to emma.williams@wartburg.edu by noon on **Monday, March 9th.**

**Please answer the following questions:**

1. Please list your name, year, major, and prior Senate experience.
2. Mention any and all relevant involvement with organizations at Wartburg that have prepared you for the responsibilities of the Public Relations Director (first-years may refer to Senior year of high school). How will you work to balance your involvements?
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 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. Though you will not advise a specific committee, how do you see the role of the PR Director be utilized within the committees?
7. What is your leadership style?
8. Is there anything else that you would like us to know that you may not have had the opportunity to say?