**Student Media Coordinator**

**The Center for Service, Spirituality, and Social Justice**

**Dickinson College**

The Center for Service, Spirituality, and Social Justice assists students, community members, faculty and staff to build connections, explore the complexity of identity and values, identify community needs, and work in the local community. Through our programs we aim to foster engaged citizenship, support sustainable community partnerships, increase responsibility and accountability, and/or support religious awareness, spirituality and identity.

**CS3 Staff Expectations:**

* Work 6-8 hours per week average
* Attend bi-weekly leadership meetings (**Tuesday 12-1pm**)
* Support programs sponsored or co-sponsored by the Center for Service, Spirituality, and Social Justice.
* Be in good standing academically (2.5 min G.P.A) and socially with the college.
* *Due to funding, preference will be given to students who are Federal Work Study eligible*. However, limited funding is available for students who are not eligible for Federal Work Study.

**Media Coordinator Summary of Responsibilities**: The Center for Service, Spirituality, and Social Justice at Dickinson College is seeking a student media coordinator for the Spring 2017 semester. This person will lead management of social media outlets, produce print, digital, and video media, and lead creative outreach campaigns. This person should be both creative and detail-oriented with strong writing skills. Preference will be given to sophomore and juniors and to individuals who are federal work-study eligible.

Experience with social and digital media creation, photography, and video production desired.

**Essential Functions**:

* Lead the management of all CS3 social media outlets (Facebook, Twitter, and Instagram). Including posting content promoting our mission, programs, and events and outreach campaigns.
* Create visually appealing print and digital media to promote CS3 programs and events.
* Attend and take pictures at CS3 events and upload these pictures to our shared drive.
* Manage the Landis House blog, posting about CS3 programs and events.
* Raise the level of awareness of community service and religious life on campus through creative outreach campaigns.

**Application Process:** Please complete and return the application with your resume to the Center for Service, Spirituality, and Social Justice located in Landis House or via email to [philljai@dickinson.edu](mailto:philljai@dickinson.edu) by Wednesday January 18th, 2016. Individual interviews will be scheduled with applicants January 23rd-25th

If you have questions about the application or about these positions, contact the Community Service Coordinator, Jaime Phillips at 717-254-8938 or [philljai@dickinson.edu](mailto:philljai@dickinson.edu).

**CS3 Media Coordinator**

**Spring 2017**

**Section A – Basic Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Year: \_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current G.P.A: \_\_\_\_\_\_\_ Are you eligible for federal work study? ❑ Yes ❑ No

How many credits do you plan on taking during the upcoming semester? \_\_\_

Are you currently on academic probation? ❑ Yes ❑ No

Have you ever received College or Campus Life disciplinary sanctions? ❑ Yes ❑ No

If yes to either, please explain: \_

*The office will conduct academic and conduct checks prior to extending a job offer.*

**Section B – Resume**

*Please attach a current resume that includes previous job experience and volunteer/service. It is* ***strongly*** *recommended that you consult with the Career Center Career Coaches and the Guidebook for Resumes for guidelines.*

**Section C – Short Answer**

*Please answer each of the following questions in a few sentences. Answers should be typed.*

C1: Why are you interested in working with the CS3 Office? What do you hope to gain from working in this office?

C2: Working for CS3 can be very demanding. What other extracurricular activities, organizations, and outside work do you plan to participate in the upcoming year? Indicate any office(s) or positions that you will hold during the upcoming academic year.

**Section D – Brief Essays**

*Please answer each of the following questions in 1-2 short paragraphs. Answers should be typed.*

D1: Describe a project or idea that was implemented primarily because of your efforts. What was your role? What was the outcome?

D2: In your opinion, what are the characteristics of a leader? How have you demonstrated these qualities in your own leadership experience?

D3: You are asked to plan an outreach campaign for the office, from idea to implementation. Share how you would develop the idea, who you would work with for support, and how you would implement the program.

**Section E - References**

**References**

Please provide **two** references that have direct knowledge of your competence and abilities. Do not list relatives. One must be from the Dickinson community and can be faculty, staff, or a student leader.

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section F – Interviews**

*Please list your availability:*

Monday, January 23rd

Tuesday, January 24th

Wednesday, January 25th