



JOB TITLE:	COMMUNICATIONS ASSISTANT
Department:	Campus Ministry
Location:	Various
Supervisor Name:	Rev. Dr. James Gunn / Emily Entsminger
Supervisor Phone Number:	563.589.3557
Supervisor Email:	jgunn@dbq.edu / EEntsminger@dbq.edu
Job Responsibilities:	<p>Will assist with Campus Ministry in the following ways:</p> <ul style="list-style-type: none"> • Prepare, print, and distribute flyers/posters for upcoming Campus Ministry events • Advertise events on various forums including the Campus Ministry Facebook page, through email, the Spartan Scoop, flyer distribution, etc. • Drafting and editing Campus Ministry materials • Help come up with communication strategies and ideas • Assist in keeping Campus Ministry data up to date • Times: Flexible hours, approximately 5-10 hours a week

**The Communications Assistant position requires students to believe, practice and sign the Christian Leadership Council Covenant. The Christian Leadership Council Covenant will be reviewed and signed before a candidate is hired.