



Communications Chair

Position Description: The Communications Chair serves as the mainline of communication for on-campus organizations and departments to promote lectures and accessory events. They are expected to have experience in promotional writing and campus communication.

Duties and Responsibilities:

- Attending regular committee meetings
- Attending as needed sub-committee meetings
- Writing all newswire articles
- Writing emails to promote DLC events to university departments and organizations
- Oversee the lectures.uark.edu email address
- Brainstorming on-campus organizations whose goals/message fit the goals/message of speakers of upcoming events
- Typically requires 5 hours a week (more when approaching lecture dates)

Qualifications:

- Be enrolled as a full-time student
- Maintain a cumulative GPA no lower than 2.25
- Remain in good academic and disciplinary standing with the University
- Demonstrate skills, knowledge and experience in the role they are applying for
- Ability to be flexible and work well in groups and collaborations
- Ability to meet deadlines.