

SDN POSITION DESCRIPTIONS

Director, Communications

The communications director works closely with the SDC coordinator to create and uphold the brand image of the SDC. The director oversees the execution of the SDC's brand and image promotion through monitoring online engagement, through which the director may propose creative and innovative ways in which the SDC can engage with the student body. The director is responsible for overseeing a team of two additional volunteers: the communications officer and the graphic designer. Within this dynamic the director will be the primary liaison between the communications team and coordinator. In addition to a liaison role, the director will play a critical role in the optics of the SDC social media accounts, regularly meeting with the communications officer and graphic designer to curate the vision for posts and stories.

Communications Officer

The communications officer will work closely with the communications director to promote online engagement between the SDC and the student body at large. The individual in this role will be the individual primarily responsible for engaging with students through our social media by creating posts and stories (in collaboration with the communications director) and moderating comment sections and direct messages, directing questions to the communications director or coordinator as appropriate.

Graphic Designer

The graphic designer is responsible for creating the visuals that will be used as part of the SDC's online presence. This can range from Instagram/Facebook posts, stories, TikTok videos, print media and more. The graphic designer must be able to take the ideas and vision of the communications team and coordinator and bring them to life in a way that is engaging and captivating for our student audience. Graphic design experience is preferred but not required. Please attach a sample of your work (i.e.: digital posters, promotional materials) to your application.

Director, Programming

The programming director works closely with the coordinator and supervising executive to plan and execute the various programming offered by the SDC. The director's primary responsibility is to act as the main point of contact for event vendors, speakers, and stakeholders and provide reports to the coordinator about event updates. The director must ensure that all programming sanctioned by the SDC abides by USC event policies and will work closely with the communications team to generate promotional materials for the SDC programming. The director is also responsible for ensuring the timely delivery of programming and diversification of programming the SDC offers. The director will have the support of a programming officer who can assist in planning and day-of coordination.

Programming Officer

The programming officer will be working as part of the SDC's programming team. In collaboration with the director of programming, the programming officer will ensure the planning and successful delivery of SDC events. The programming officer will work to ensure that the events held by the SDC run smoothly as a corresponding day-of-coordinator who will be working the floor at any in-person SDC events, or hold a facilitator role in the case where the event is online. One programming officer will be assigned to monitoring the progress of and piloting the "skills in public affairs incubator program".

Director, Finance

The director of finance's primary responsibility is to create and manage the operating budget of the Student Development Network. The director of finance will be responsible for reviewing all event budget proposals ensuring that it is within the Network's constraints and will ensure that all expenditures will be audited and documented for submission to the USC's finance office.

Director, Research

The director of research will be responsible for editing and overseeing accuracy and relevance of the content the Network promotes regarding civic engagement. The director of research will work to the best of their capacity to ensure that the content the network promotes supports equity, diversity and inclusion targets the USC aims to promote and that the content promoted is evidence-based. The director will also be the primary individual responsible for supporting any advocacy efforts the Network partakes in, in collaboration with other USC entities.

Researcher

The researcher will assist the director of research in interpreting and synthesizing data collected through student surveys distributed by the USC. The researcher will use these interpretations to assist the programming team in identifying program gaps and needs and support the evaluation of past engagement events. The researcher will also assist in creating materials for distribution that promote civic engagement. This is open to the researcher and director of research's discretion under the guidance of the coordinator and will be done in a fashion that is evidence-based, and upholds the USC's values on equity, diversity and inclusion.