



**Title** **MOSAIC Graduate Coordinator for Marketing & Communications**

**Department** **MOSAIC Center**

The MOSAIC Center is a department within the Student & Campus Life team at Seattle University. The MOSAIC Center creates Meaningful Opportunity for Student Access, Inclusion, and Community at Seattle University. We play a critical role in supporting intercultural learning and development of students. We encourage students to increase their awareness of self and others, and their role in co-creating a more inclusive campus culture by creating an environment that promotes curiosity and learning.

We are invested in the thriving of students from historically minoritized and underrepresented backgrounds, and we do this by:

- Enhancing a sense of belonging & creating opportunities for connection
- Providing social justice education & tools for advocacy
- Providing mentorship & leadership development
- Providing tangible resources & support

At the MOSAIC Center, you'll find specific programs, services, and resources that support the thriving of students of color, LGBTQIA+ students, undocumented students, first-generation students, veterans and military-connected students, commuter students, transfer students, graduate students, and adult learners.

**Position Summary** The **Graduate Coordinator for Marketing & Communications** is an essential member of the MOSAIC Center team and supports the mission and goals of the MOSAIC Center by coordinating our marketing and communications needs. This position will play a critical role in ensuring that we are sharing accurate and easy-to-access information about programs and resources to our diverse student body.

**Essential Job Functions**

- Create, coordinate, and maintain a consistent brand and look for the MOSAIC Center
- Update and maintain MOSAIC Center website & other web presence
- Coordinate marketing efforts including social media and departmental newsletters
- Hire, train & supervise team of undergraduate graphic designers
- Other duties as assigned

### **Minimum Qualifications**

- Demonstrate knowledge of and commitment to serving diverse populations
- Excellent communication skills, both written and oral
- Interest in and eye for inclusive design
- Ability to work well with a team and have a collaborative attitude
- Good project management skills and ability to balance multiple tasks at once
- Ability to take initiative and work independently
- Have an appreciation and understanding of student development within the Jesuit Catholic university context

### **Preferred Qualifications - Not required and can be from personal experience/self-taught:**

- Experience with Microsoft Office
- Experience with Canva, Illustrator or other design software
- Experience with Campaign Monitor or other email marketing system like s'mores
- Experience with T4 or another web editing software

### **Anticipated Learning Outcomes**

- Deepen understanding of population specific student needs and concerns
- Deepen knowledge about issues related to college access and equity
- Develop and demonstrate skills in inclusive design and communication
- Develop and demonstrate skills in leadership and collaboration
- Establish and enhance professional identity