



**Tufts University Social Collective  
2018-19 Position Description**

**Marketing Team**

**Programs Planned Under this Position:**

- None

**General Responsibilities:**

- Implementing and maintaining TUSC marketing and communications strategies as well as overall branding and image.
- Create marketing materials including printed posters and digital materials such as cover photos and snapchat filters
- Maintain social media platforms including Facebook, Rafr, and Instagram
- Maintain the TUSC website, including regularly updating events
- Post events on Tufts calendars such as the Student Life and Student Organizations Calendar
- Submit content for newsletters and Tufts communication plans including the Jumbo Digest

**Additional Responsibilities:**

- Maintain a safe, healthy, and inclusive environment during all TUSC events
- Work collaboratively with other TUSC members to ensure the overall success of all TUSC events and programs
- Remain in good academic and judicial standing with the University at all times
- Abide by the [Tufts University Student Handbook](#)

**Time Commitment:**

- Volunteer regularly at TUSC events
- Attend bi-weekly TUSC meeting on Wednesday's at 12pm (free period)
- Attend bi-weekly sub-group meetings with your advisor (scheduled based on your availability, M-F 9am-12pm or 1pm-5pm)
- Participate in a weekend-long (overnight) retreat in September
- Participate in a day-long (on campus) regroup in January
- Regularly check and respond to email communication, including outreach to vendors

**Compensation:**

- This position is a volunteer position, no stipend or wages are provided
- Members receive a uniform to wear during events
- Members receive design software, as needed
- Members receive priority of any giveaway items from events, when available