

Job description for communication manager

The communicator is responsible for the external communication of the student union. The communicator is to be the first contact via email and telephone and to administer and maintain the student union's communication channels. The communicator is also responsible for the marketing of the student union's activities and to ensure that the graphic material is current and relevant.

External communication ≈ 20,6% (7 hours / week)

The communicator is responsible for the channels the student union uses in its communication with students is current and relevant. This means, for example, administering and update the website, send out monthly emails and set up the *Toilet paper*. In most cases, the communicator is the first one whom people encounter and is responsible for the student union's official phone.

Marketing ≈ 34,1% (11,6 hours / week)

The communicator is responsible for planning and implementing the marketing plan of the student union's activities and ensuring that the marketing is uniform, clear and reaches the target group. It also means to design and order relevant profile material to increase the student union's visibility among the students. And to market and administrate our social media platforms.

Graphic material ≈ 25,3% (8,6 hours / week)

The communicator is responsible for the graphic material used by the student union is current and follows the student union's governing document. It also means creating new and updating existing material and archive material that is out of date and ensuring that the student union has the right conditions for the assignment. The communicator is also responsible for keeping the graphic profile current and updated and making sure that it is used.

Additional group projects/meetings ≈ 10% (3,4 hours / week)

The group projects/meeting are written in the document *“Job description for the group to work towards common goals.”*

Additional work time ≈ 10% (3.4 hours / week)

During the LF meetings, the communication manager will support the event manager and act as the secretary to take protocol.

The other hours should be used to evaluate/plan and can be added wherever there is need for additional work for the union.