A red background with white text

Description automatically generated

**NSS Communications Director Application**

Thank you for expressing interest in this opportunity and taking the time to complete this application. We wish all of our applicants the very best!

* NSS Executives

**Application Outline**

* Application information – Page 1
* Description and details of Communications Director position – Page 2
* Applicant information and questions to be completed – Page 3

**The NSS is recruiting for the following positions:**

* Two (2) Communications Co-Directors

**Eligibility**

* Any nursing student in Year 1, Year 2, Year 3, and AST Year 3.
* No prior experience is necessary, however, individuals that demonstrate a high level of creativity and innovation for graphic design and website design will be favoured.
* Provide examples of your past graphic design work.
* This is a voluntary position.
* Time commitment: 4-6 hours per week.

**Recruitment Process**

* Application due date: **January 12, 2024, at 1159 PM**
* Please email your application to [president@nss.queensu.ca](mailto:president@nss.queensu.ca) and [vpua@nss.queensu.ca](mailto:vpua@nss.queensu.ca)
* You will receive an email within 48 hours to arrange an interview time the following week.

A red background with white text

Description automatically generated

**Description of the Communications Office**

**1.9.1** The Communications Office serves to manage the flow of information between the NSS and the student body, while managing all public relations to ensure consistent perception of the NSS in all communications made.

**1.8.2** The NSS Executive shall recruit one (1) or more Directors to oversee the Communications Office.

**1.9.3** The **duties of the Communications Office** shall include the following, but shall not be limited herein:

1. To report to the VPOPs;
2. To establish and enforce a consistent NSS brand across the Society in order to enhance perception and encourage a strong, reliable, unified, engaging organization;
3. To coordinate the presence of the NSS to the student body;
4. To ensure that NSS branding is equitable and accessible for all members;
5. To develop a strong marketing and branding strategy in collaboration with the NSS Executive;
6. To develop and create publications, media, and digital graphics for the promotion and management of events, services, information campaigns, and the bi-weekly newsletter;
7. To inform, facilitate, and engage members of the NSS on events, opportunities, initiatives, and referendums;
8. To develop strategies for increasing positive media coverage of the NSS; and
9. To produce a written transition report/manual before the end of their term.

A red background with white text

Description automatically generated

**Applicant Information and Recruitment Questions**

**Please fill out the following information**

|  |  |
| --- | --- |
| **Full name:** |  |
| **Current year of study:** |  |
| **Queen’s email address:** |  |
| **Phone number:** |  |

**Please respond to each question in 150 words or less.**

1. Explain why you are the most optimal candidate for this position?
2. What inspired you to get involved with the NSS?
3. Provide a relevant idea or suggestion that is applicable to this position.