



1. The **Media Relations Coordinator** shall:
 - a. Serve a term of office from the first of May to thirtieth of April of the following year;
 - b. Report to the Vice President, Communications and Marketing;
 - c. Assist the Vice President, Communications and Marketing with all aspects of communications as necessary, including social media, graphic design, and photography;
 - d. Develop and maintain yearly, a list of students proficient in any or all of the areas of graphic design, photography or videography;
 - e. Act as a resource for Clubs & Societies and Residences in promoting events;
 - f. Attend the annual MASU Jobs Fair;
 - g. Attend the annual MASU Training Day in the winter semester;
 - h. Not be an Officer of the Students' Administrative Council, as defined in Paragraph 12 of the General By-Laws;
 - i. There is an honorarium with this position; and,
 - j. A final report is to be submitted to the Human Resources Manager.