

CAMPUS COMMUNICATION GUIDE

Office of Marketing & Communications

HOW DO I SHARE INFORMATION WITH LSTC'S COMMUNITY (LSTC FACULTY, STAFF AND STUDENTS)?

Non-LSTC sponsored

Share community events/conferences/learning opportunities, reminders of community jobs/internships/volunteer opportunities, prayer requests for LSTC and/or non-LSTC people/communities, birth and death notices, mailroom announcements, faculty, staff and student celebrations, etc... through:

- the weekly Dean's Report (issued by Cheryl Hoth on Monday mornings during the academic year)
- via MyLSTC chat boards (open to all)
- via announcements made in MyLSTC community groups by the group owner/manager.

LSTC Sponsored Events

LSTC sponsored/co-sponsored events open to both external and internal constituencies can be shared through:

- the weekly Dean's Report
- the LSTC website homepage or ["News"](#) section as a news release
- LSTC website under ["News and Events" – "Events"](#)

Partner Events (Events not sponsored directly by LSTC)

For partners/alumni sponsored events (events not sponsored by and/or outside of LSTC)

- During academic year, weekly Dean's Report
- MyLSTC under [“Groups” – “Community Announcements” – “Community Organizing and Event Opportunities”](#)
- MyLSTC under [“Groups” – “Student Services” – “Sharing and Receiving LSTC Announcements”](#)
- MyLSTC under [“Resources” – “So...what's happening at LSTC” – “Community Organizing and Event Opportunities”](#) button under [“I have something to share!”](#)

Job Announcements

For LSTC job announcements (not including student employment):

- During academic year, weekly Dean's Report
- [LSTC website under “About” – “Employment”](#)

For LSTC student employment opportunities:

- During academic year, weekly Dean's Report
- MyLSTC under [“Groups” – “Community Announcements” – “Student Employment Opportunities at LSTC”](#)
- MyLSTC under [“Groups” – “Student Services” – “Sharing and Receiving LSTC Announcements”](#)
- MyLSTC under [“Resources” – “So...what's happening at LSTC” – “Student Employment Opportunities at LSTC”](#) button under [“I have something to share!”](#)

For LSTC student job/internship/volunteer announcements from partner organizations:

- During academic year, weekly Dean's Report
- MyLSTC under [“Groups” – “Community Announcements” – “Job, Internship and Volunteer Opportunities”](#)
- MyLSTC under [“Groups” – “Student Services” – “Sharing and Receiving LSTC Announcements”](#)

- MyLSTC under [“Resources” – “So...what’s happening at LSTC” – “Job, Internship and Volunteer Opportunities”](#) button under [“I have something to share!”](#)

Employee Resources

For employee resources, including handbooks, forms, and announcements visit [Paylocity](#).

Chapel/Worship Resources

For chapel resources and announcements

- MyLSTC under [“Groups” – “Chapel”](#)
- MyLSTC under [“Resources” – “Augustana Chapel”](#) button
- Video recordings of past sermons are on [YouTube](#)
- Audio recordings of past sermons are on [SoundCloud](#)

Campus Forms

For campus-related forms

- [MyLSTC under “Resources” – “LSTC Forms”](#)