

Event Coordinator – Campus Activities & Engagement

Position Description:

The Events Coordinator will assist with development and coordination all-campus events and programs sponsored by the Campus Activities & Engagement. Each coordinator will be responsible for a specific set of all-campus events and programs which will contribute to a vibrant campus life!

Supervision Received:

Reports to the Campus Activities Coordinator and Campus Activities Associate.

Duties:

1. Each Event Coordinator, with another Event Coordinator, will be responsible for a set programs each semester. Programs could include but are not limited to: Den nights; Bridge and Main Place programs; Student Organization & Involvement Fair; Late Night Breakfast; and, Fall Fest, Weeks of Welcome, Spirit Week, Relaxation Week and Ranger Wellness events.
2. Programming planning will include program development and budgeting, marketing across campus and residence halls, implementation, hosting and assessment.
3. Event marketing should be at least 50% of the time spent on program planning and include word-of-mouth, social media and printed materials.
4. Complete an after-event report for the entire team to be aware of successes and challenges.
5. Promote the benefits of being involved in all-campus programs.
6. Meet weekly with one or both supervisors.
7. Where appropriate, assist in the interpretation of University and department policies and procedures.
8. Training includes but is not limited to: proficient and competent in hazard & bodily fluid clean up procedures, mandatory reporting, general fire and emergency protocol.
9. Perform other duties as assigned.

Qualifications & Requirements:

- ◆ Must have a minimum cumulative grade point average of 2.30 and have 6 non-audit credits.
- ◆ Must be available to work 6-15 hours per week, with some evening and weekend hours required as needed. Flexible hours and willingness to help out with timely deadlines.
- ◆ Must have excellent customer service skills.
- ◆ Possess good social media and problem-solving skills, and be able to determine priorities.
- ◆ Must be willing to learn program planning and marketing skills to provide excellent-level programs.
- ◆ Adhere to Student Employee Handbook uniform dress policy and attend Mandatory trainings.
- ◆ Must be able to lift up to 30 pounds.
- ◆ Flexible hours and willingness to help out with timely deadlines.
- ◆ Performance reviews are conducted with the supervisor at least once per semester. Self-management is a must and self-evaluations are continuous.

Skills Gained:

Interpersonal Communication	Teamwork	Quality and Accuracy of Work
Problem Solving	Resourcefulness	Priority Setting
Time Management	Initiative	Financial Record Keeping
Verbal Communications	Program Planning	

Job Skills Developed in the Position:

- ◆ Effective interaction and communication with students, staff, faculty, customers and the general public.
- ◆ Learned the importance of setting priorities to meet deadlines when working independently on projects.
- ◆ Planning, budgeting, marketing, coordinating, hosting and assessing all-campus events.

Wage Information:

- ◆ Entry Level: Intermediate
- ◆ Starting wage: \$8.75 per hour. Both work study-eligible and non-work study students are encouraged to apply.