

UNIVERSITY OF WISCONSIN **PARKSIDE** Parkside Activities Board Event Coordinator

**Position Description:**

The Parkside Activities Board (PAB) Event Coordinator will assist with development and coordination all-campus events and programs sponsored by the board. Each event coordinator will be responsible for a specific set of all-campus events and programs which may include working with a student committee. Successful programs and services will contribute to a vibrant campus life!

**Supervision Received:**

Direct employment supervision by Campus Activities Coordinator, however, program development is set and evaluated by the PAB team.

**Duties:**

1. Assist with the development and implementation of all-campus events including event planning, marketing, hosting and evaluation.
2. Each event coordinator will be responsible for a set of programs as determined by the PAB team.
3. Coordinate marketing with the Student Center Graphic Designer when appropriate.
4. Comprehensive marketing planning including but not limited to Campus Connect, print and electronic promotion, and social media. Keep PAB bulletin boards on SCTR D1 and L1 up to date with marketing and promotion.
5. Complete student programming assessments minimally each semester.
6. Attend PAB team meetings and one-to-one meetings with supervisor.
7. Keep office (SCTR L101A) and desk clean and usable for all PAB team members.
1. Where appropriate, assist in the interpretation of University and department policies and procedures.
2. Training includes but is not limited to: proficient and competent in hazard & bodily fluid clean up procedures, mandatory reporting, general fire and emergency protocol.
8. Perform other duties as assigned.

**Qualifications & Requirements:**

- ◆ Must be able to work independently, be creative, have good follow through on projects, be able to set priorities and be organized.
- ◆ Attend required trainings: Student Center student staff, Leadership Retreat and program planning.
- ◆ Must have a minimum cumulative grade point average of 2.30 and be registered for six non-audit credits.
- ◆ Must be available to work 5-10 hours a week, with evenings and some weekends required.
- ◆ Basic computer knowledge and skills including Microsoft Office.
- ◆ Adhere to Parkside Student Center policies, procedures, uniform dress policy and attend trainings.
- ◆ Must be able to lift to 30 pounds.
- ◆ Flexible hours and willingness to help 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	Verbal Communications
Customer Service		

**Job Skills Developed in the Position:**

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

**Wage Information:**

- ◆ Entry Level: Beginner
- ◆ Starting wage: \$8.50 per hour. Both work study-eligible and non-work study students are encouraged to apply.