

Campus Activities Coordinator

8 months

80 hours/month

Minimum Wage

The campus activities coordinator shall:

- a. Work with professional agents and negotiate to contract with outside professional entertainment- comedy, music, movies and novelty acts to perform on-campus (goal of two per month depending on other activities on campus);
- b. In collaboration with special events coordinator, coordinate student talent to perform in coffee house formats (goal of one per month);
- c. Coordinate movie rentals with SWANK, the movie company, to show on campus first run and rerun movies.(campus organizations will rent Swank movies through this office);
- d. Creatively and professionally promote and advertise both on campus and off campus where appropriate (Inlander, Spokesman Review, Facebook ads, other social media sources);
- e. Assist and collaborate with other coordinators and student leaders to bring events to campus or to develop student talent on campus;
- f. Attend the Regional NACA Booking Conference in the fall;
- g. Keep regular, convenient, daily office hours, approximately eight hours per week;
- h. Have regular communication with resident directors, senators and representatives to keep them abreast of campus events during the semester;
- i. Attend all coordinator meetings, Assembly meetings, and the GE 330 leadership class each semester;
- j. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester;
- k. Manage financial accounts and coordinate event costs within budget that will be developed by you in the spring in coordination with the previous activities coordinator;
- l. Serve on at least one committee approved by ASWU;
- m. Obtain student feedback through surveys, conversation, etc.

The campus activities coordinator shall possess the following qualifications:

- a. Excellent organizational and time management skills including program development, promotion, implementation, evaluation, and record keeping;
- b. The ability to be flexible, creative, and original with the development of program design and promotion;
- c. The desire to put student wants and needs before your own;
- d. The ability to motivate others and verbally promote activities and introduce professional acts in front of large audiences;
- e. The ability to find acts, and negotiate with outside promoters and businesses in a professional manner
- f. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.