

## **Senior Class Coordinator**

**8 months**

**60 hours/month**

**Minimum wage**

### **The senior class coordinator shall:**

- a. Actively solicit opinions from the senior class regarding the current issues, problems, and concerns that affect them and provide weekly feedback to ASWU, faculty, staff and the administration.
- b. Provide a senior class link on the “Current Students” portion of the campus web page that contains information and important dates for seniors.
- c. Contact senior class constituents on a monthly basis (via meetings, e-mails, newsletters, etc.) beginning in the fall to discuss social activities and to begin developing senior commencement activities;
- d. Form a committee of senior class constituents, of which the senior class coordinator would chair, for purposes of: organizing class activities, events, a possible fund-raiser for senior class gift (if class decides it wants to donate a gift), selection of a graduation speaker in conjunction with the college's graduation committee, selection of student and faculty graduation speakers and readers.
- e. With the chapel and alumni office, coordinate the senior activities for graduation weekend including the commissioning service, senior reflections, the Final Feast, Baccalaureate and Graduation at the arena;
- f. Act as the official representative from ASWU on the college's graduation committee;
- g. Meet regularly with the Chapel and the Alumni Office to discuss and coordinate commencement weekend events;
- h. Attend Assembly meetings and make regular monthly reports as to the senior class' progress towards their goals;
- i. Provide regular collaboration and assistance to other coordinators in the promotion and production of campus events;
- j. Sign up for the GE 330 leadership class in both the fall and spring semester;
- k. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- l. Serve on at least one committee approved by ASWU.

### **The Senior Class Coordinator shall possess the following qualifications:**

- a. Proven organization skills, with excellent follow-through with college administrators, faculty, students and staff.
- b. The ability to convene a large group meeting of scattered constituents.
- c. Ability to work well in a flexible structure without a lot of direct supervision.
- d. Experience in successfully coordinating large programs and activities.
- e. Extreme enthusiasm and school spirit, with the ability to sell ideas and programs.
- f. The ability to work well with a diverse constituency.
- g. Be enrolled as an undergraduate student with at least 12 units per semester.