



# Special Events Coordinator

## *Associated Students of Whitworth University*

### Tasks and Responsibilities :

- a. Lead various Orientation events including hosting Mock Rock, Yell-Off, and Bingo Night.
- b. In collaboration with the ASWU, act as the chairperson in the coordination of the Homecoming week- theme, dance, activities, competitions, and coordinate the week's events with Alumni Relations
- c. Coordinate a talent show or other forum in which students may present any and all abilities spanning from music, poetry, magic, etc. This includes recruiting talent, coordinating promotion, and implementing follow-up. (goal of one per Semester)
- d. Develop theme or seasonal programs that involve students in fun competition with one another in contests such as Amazing Race, Survivor, etc;
- e. Purchase tickets for Spokane area cultural events (symphony, theatre, dance, music, etc.) and for sporting events (hockey, basketball, etc.), and make available to students at a discounted rate;
- f. Have regular communication with resident directors, senators, and representatives to keep them abreast of campus events during the semester;
- g. Produce unique and professional promotion and advertisement for each event;
- h. Attend all coordinator meetings Assembly meetings and the GE 330 leadership class each semester;
- i. Attend the Regional NACA Booking Conference in the fall.
- j. Plan and host Second Chance Prom or another large, off-campus dance in the Spring Semester.
- k. Manage financial accounts and coordinate event costs within budget that's developed by you in the spring in coordination with the previous coordinator;
- l. Keep regular, convenient, daily office hours, approximately eight hours per week.
- m. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- n. Serve on at least one committee approved by ASWU.
- o. Act as a resource for students who want help planning/creating/hosting an event.

## Qualifications :

- a. Excellent organizational and time management skills including: program development, promotion, implementation, evaluation, record keeping, and budget management;
- b. The ability to be flexible, creative, and unique with programming and promotion;
- c. The ability to negotiate with outside promoters and businesses in a professional manner.
- d. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.

**Compensation :** 60 hours/month at minimum wage for 8 months

## Questions

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