



**Associated Students of Whitworth University**

## **Job Description**

# **Campus Activities Coordinator**

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**8 months**

**80 hours/month**

**Minimum wage**

### **The campus activities coordinator shall:**

- a. Coordinate at least one student coffee house per semester which includes recruiting talent, coordinating promotion, and implementing follow-up;
- b. Contract and creatively promote outside professional comedy, music, and novelty acts to perform on-campus (goal of one per week);
- c. Develop theme or seasonal programs that involve students in fun competition with one another in contests such as “Dating Game”, “Trivial Pursuits”, “Theatre Games”, etc.;
- d. Recruit multicultural and ethnic performing arts groups to present at Whitworth in conjunction with the cultural clubs, theatre and music departments, and the Office of International and Multicultural affairs. (Goal of one per month, or in coordination with week-long themes or history months);
- e. Chair the SOFA (Students Organized for Activities) Committee;
- 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. Assist other coordinators with their events as needed;
- 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. Manage accounts and coordinate event costs within budget.
- m. Serve on at least one committee approved by ASWU

### **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 ability to motivate others and verbally promote activities and introduce professional acts in front of large audiences;
- d. The ability to negotiate with outside promoters and businesses in a professional manner.

- e. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.