



**Associated Students of Whitworth University**

## **Job Description**

# **Cultural Events Coordinator**

## Cultural Events Coordinator

**8 months**  
**40 hours/month**  
**Minimum wage**

### **The Cultural Events Coordinator shall:**

- a. Facilitate communication between groups related to diversity topics/issues.
- b. Serve as chairperson of Multicultural Advocacy Council (MAC), which will meet on a monthly basis and be comprised of:
  - Senior CDA
  - 2 students from Act 6 Leadership Initiative
  - Club presidents of Black Student Union, Cirque de Francais, Four Directions Native Club, Hawaiian Club, International Club, Latin-America Club and WISE
  - Other positions may be added as deemed necessary.
- c. The Cultural Events Coordinator shall keep the ASWU abreast of the activities related to the MAC at the weekly assembly meeting.
- d. Highlight multicultural programming within the greater Spokane community, with a specific emphasis on the arts.
- e. Execute programming on-campus related to multicultural awareness on a monthly-basis.
- f. Act as a liaison between the Act 6 Leadership Initiative and the ASWU to increase visibility and involvement of Act 6 students.
- g. Work in conjunction with faculty/staff to encourage student participation in annual campus diversity survey.
- h. In collaboration with the ASWU, act as the chairperson in the coordination of a Cultural Awareness week, which will take place in the fall or spring semester.
- i. Maintain a glass case/kiosk in the Hixson Union Building highlighting various multicultural programs. This case must be updated a minimum of once per month.
- j. Provide regular assistance to other coordinators in the promotion and production of their campus events.
- k. Have a minimum of 5 regularly scheduled office hours per week.
- l. Attend weekly ASWU Assembly meetings.
- m. Sign up for the GE 330 leadership class in both the fall and spring semester.
- n. Attend the spring leadership retreat and the fall leadership retreat, which begin approximately one week prior to the commencement of each semester.
- o. Serve on the Intercultural Relations Committee.

### **The Cultural Events Class Coordinator shall possess the following qualifications:**

- a. Passion for issues related to multiculturalism.
- b. Proven organization skills, with excellent follow-through.
- c. The ability to convene a large group meeting.
- d. Ability to work well in a flexible structure without a lot of direct supervision.
- e. An independent worker.
- f. Experience in successfully coordinating large programs and activities.
- g. Extreme enthusiasm, with the ability to sell ideas and programs to constituents.
- h. The ability to work well with a diverse constituency and with college administrators, faculty and staff.
- i. Be and undergraduate enrolled in at least 12 units per semester.