



Associated Students of Whitworth University

Job Description

Special Events Coordinator

Special Events Coordinator

8 months

60 hours/month

Minimum wage

The special events coordinator shall:

- a. In collaboration with the ASWU, act as the chair person in the coordination of the Homecoming week, theme, dance, activities, competitions, etc.;
- b. Coordinate campus-wide activities such as formals, Pirate Idol, and other special events;
- c. 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;
- d. Have regular communication with resident directors, senators, and representatives to keep them abreast of campus events during the semester;
- e. Do extensive advertisement for each event.
- f. Attend all coordinator meetings Assembly meetings and the GE 330 leadership class each semester;
- g. Assist the other coordinators with their events as needed;
- h. Attend the Regional NACA Booking Conference in the fall;
- i. Keep a log of all events planned and executed, including all details, evaluation and feedback;
- j. Keep regular, convenient, daily office hours, approximately eight hours per week;
- 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 Special Events Coordinator shall possess the following qualities:

- 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 program promotion;
- c. promotion;
- d. It is *suggested* that this person be at ease in working in front of large crowds to promote events and encourage involvement.
- e. Be an undergraduate enrolled in at least 12 semester units.