



# Senior Class Coordinator

*Associated Students of Whitworth University*

## Tasks and Responsibilities

- a. Utilize and oversee class social media pages (Facebook, Instagram, etc.);
- b. Contact local business and prepare senior cards;
- 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 Commencement Coordinator, Chapel, and Alumni Office, coordinate the senior activities for graduation weekend including the commissioning service, senior reflections, 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 Commencement Coordinator, Chapel, and the Alumni Office to discuss and coordinate senior events;
- h. Attend Assembly meetings and make regular monthly reports as to the senior class' progress towards their goals;
- i. Plan regular events for Senior Class (Ex. Senior Bingo, Christmas Party, etc.);
- j. Provide regular collaboration and assistance to other coordinators in the promotion and production of campus events;
- k. Sign up for the GE 330 leadership class in both the fall and spring semester;
- l. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester;
- m. Serve on at least one committee approved by ASWU.

*Note: If the selected candidate's schedule allows, he/she will have the opportunity to be paid additional hours to work with the alumni office and job shadow the current senior class coordinator to begin learning the position and participating in the coordination of graduation events. Additionally, if the candidate's schedule allows, there will be an opportunity for a summer position with the alumni office for up to 20 hours per week. This will allow the newly selected senior class coordinator to understand the programming and services of the alumni office, which will be very important for this position.*

## **Qualifications**

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- 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;
- h. Have Senior standing during the year they will serve in the role.

## **Compensation**

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52 hours/month at minimum wage for 8 months