



Club Coordinator

Associated Students of Whitworth University

Tasks and Responsibilities

- a. Coordinate all clubs and manage club leaders;
- b. Keep record of club activities, club leadership, advisors, and club rosters;
- c. Serve as the chairperson of club charter committee and club council, held at least once per month;
- d. Keep club leadership informed of proper procedures such as Infosilem, FRFs, and other campus forms and policies;
- e. Arrange weekly club updates for clubs to update the ASWU assembly on club updates once per semester;
- f. Hold 5 regular office hours per week.

Qualifications

- a. Effective communication skills in order to teach club procedures and policies to students;
- b. The ability to run both large and small group meetings;
- c. The ability to listen, understand, integrate and report back the ideas and concerns of constituents;
- d. Organizational and time management skills, especially the ability to attend to large amounts of detail, numbers and accounting data;
- e. The ability to relate to all members of a diverse student population;
- f. The ability to motivate, delegate and follow up with students on committees and task forces;
- g. A working knowledge of the ASWU governing bodies and the policies, procedures and operations of the ASWU and Whitworth University;
- h. Self-motivated, self-starter that can work without a lot of direct supervision;
- i. Extreme responsibility, accountability and reliability in working toward the completion of job responsibilities;
- j. The ability and desire to work closely with other leadership positions, the director of student activities, staff and administrators;
- k. Be an undergraduate student enrolled in at least 12 semester credits.

Compensation

40 hours/month at minimum wage for 8 months